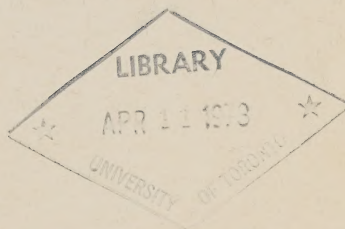


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RESOURCES for Community Groups



Ontario

Community Development Branch
General publications
[G-2]

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Government
Publications

RESOURCES ***for Community Groups***

Community Development Branch
Community Services Division



Ontario

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

HONOURABLE RENE BRUNELLE
Minister

T.M. EBERLEE
Deputy Minister



FOREWORD

This booklet has been prepared as part of a series intended to assist community groups in their planning, organizational development, and program operations.

The purpose of this publication is to outline some of the potential resources available from the three levels of government and the private sector to citizen and community groups, briefly describe the nature and interests of these resources and furnish the information required to communicate directly with any of them.

We realize that we have by no means included all potential sources of assistance. We would appreciate suggestions, questions, or criticisms that would contribute towards an improved publication next year.

Write or phone:

Community Development Branch
Ministry of Community and Social Services
400 University Avenue,
Toronto
965-6621

ACKNOWLEDGEMENTS

We wish to express our gratitude to the various private agencies and organizations, industries, foundations, departments, and branches of the Provincial and Federal Governments, without whose co-operation the publication of this booklet would not have been possible.

We would also like to thank the volunteers from the Junior League of Toronto who were responsible for the researching and writing of this booklet.

USING THIS BOOKLET

The Table of Contents provides the reader with an outline of the various organizations and departments of government whose services, relevant to our topic, are briefly described within, and the order in which they may be found. Groups developing or operating projects with a broad base of objectives and activities may wish to read the booklet through, to gain a general knowledge of available resources, a number of which may have potential for specific segments of the group's projects.

The appendices may be of particular interest to newly formed groups, or those seeking assistance for the first time.

Finally, do read the bibliography, as the materials listed can provide detailed information on a number of the subjects summarized here.

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I VOLUNTARY ORGANIZATIONS AND AGENCIES

A. LOCAL

Resources and services vary greatly from one community to another; we have therefore not attempted to list local agencies and groups in this booklet.

To find out what resources are available in your community, contact the following:

- Social Planning Council
- United Appeal, United Community Services or Red Feather Executive
- Public Library
- Community Information Service (where such services exist, they may be attached to the Social Planning Council, the Public Library, City Hall or may be operated entirely by a volunteer citizens' group)
- Family Service Association
- Chamber of Commerce
- City Hall
- Volunteer Center

In most larger communities, service agencies are listed in the Yellow Pages of your telephone book under Social Service Organizations. In addition, the Community Development Branch has prepared a Directory of Ontario Community Groups which is available on request.

The majority of local agencies do not have funds to assist citizens or community groups, but their staff can often provide valuable information and advice regarding local services — where to seek funds, or whom to contact on the local level.

Service clubs, on the other hand, usually take on one or more projects on an annual or ongoing basis as their contribution to the well-being of their particular community. Some may prefer raising funds for capital expenses such as buildings, furnishings, swimming pools or rinks, while others choose to actively involve their members in the project as well as making a financial contribution.

These clubs are relatively inactive in the summer months and during vacation periods. They usually commence their annual program of activities in the early fall. Should you hope to gain their support for a project, we recommend contacting the group in May or June to inquire about fall plans and find out if and when the new executive will be elected. The processing of requests for assistance from these groups usually involves only a few weeks. Most service clubs and organizations will support a project regardless of the religious, social or ethnic background of those to be served by it.

Do not overlook the possibility of large church organizations. Many are very active in the social action field and have professional staff in their employ who can and do assist local groups.

The better known resources which may be available in your community, and which are able to provide either funds, staff assistance, information or a combination of these are the following:

- B'nai B'rith
- Boy Scouts
- City Hall
- City Clerk's Office
- Community Colleges of Arts and Technology—
 - Social Services or Sociology Department—
 - Extension Department
- Consumer Groups
- Family Service Association
- Girl Guides
- I.O.D.E.

- Jaycees
- Junior League
- Kinsmen Club
- Kiwanis Club
- Knights of Columbus
- Lions Club
- Local Church groups
- Public Library
- Rotary Club
- Social Planning Council
- The Royal Canadian Legion
- Universities in the locality
- YM-YWCA
- Municipal or local handbook

B. PROVINCIAL OR NATIONAL

Many of these same groups, along with a number of others operate on a Provincial or National level and employ full-time staff to work in the community and co-ordinate their activities.

The following are a few such organizations, which may be able to assist a community group with information, staff assistance or the provision of a needed service. Before contacting any of these groups, however, we suggest you check your telephone directory for a listing of a local chapter or branch.

1. BIG BROTHERS OF CANADA

Big Brothers is a national voluntary organization which assists fatherless boys between the ages of 8 and 16. Adult male volunteers agree to spend a certain amount of their time on a regular basis with such boys for the purpose of giving them both friendship and guidance. Each volunteer, trained and assisted by qualified specialists in the child welfare field, is assigned to one boy. If there is no chapter in your community, the national organization will assist a local group in establishing one.

Contact:

Big Brothers of Canada
460 Main St. E., Room 205
Hamilton 20, Ontario

2. BOYS' CLUBS OF CANADA

Boys' Clubs of Canada is a national voluntary organization whose purpose is to develop character in young boys through participation in local Boys' Clubs. Their program includes such activities as arts and crafts, games, sports, library projects and health education. If there is no local club in your community,

Contact:

Director
Boys' Clubs of Canada (Central Area)
234 Eglinton Ave., E., Suite 405
Toronto 315, Ontario
485-9311

3. BOY SCOUTS OF CANADA

The purpose of Boy Scouts of Canada is to develop character in boys and young men with special emphasis on teaching and principles of discipline, loyalty and good citizenship. Membership is open to boys and young men from 8-23 years of age and activities include educational programs, outdoor activities and participation in community service projects.

Most Scout groups are operated through local institutions such as churches, synagogues and schools.

Those wishing to enroll, volunteer to work in the program or obtain further information about scouting, should contact the nearest regional office.

Contact:

National headquarters is located at:
1345 Base Line Road
P.O. Box 5151, Station "F"
Ottawa 4, Ontario
Provincial Office:
9 Jackes Ave.
Toronto M4T 1E2, Ontario
923-2461

4. CANADIAN ASSOCIATION OF ADULT EDUCATION

C.A.A.E. is a non-profit, membership organization which tries to seek out, clarify and give leadership in critical issues in the field of adult education; provides an opportunity for discussion and the exchange of information about new concepts and techniques in the field, and serves as a clearing house for some information about adult education programs. A monthly information package is available to members. Membership fee \$10.00 individual, \$30.00 organization.

Contact:

Canadian Association for Adult Education
238 St. George St.
Toronto, Ontario
924-6616

5. CANADIAN CIVIL LIBERTIES ASSOCIATION

The Canadian Civil Liberties Association is a non-profit organization whose purpose is to educate the public about civil liberties and, as a group, work to protect these liberties and eliminate existing injustices in our society.

Contact:

Canadian Civil Liberties Association
1554 Yonge St., Suite 201
Toronto, Ontario
929-5775

6. CANADIAN COUNCIL ON SOCIAL DEVELOPMENT

The Canadian Council on Social Development is a national non-profit organization, whose membership is open to any organization or individual interested in securing comprehensive well-administered social services of the best possible quality for the people of Canada. The Council serves as a vehicle for co-operative planning and social action; provides information to the public on social welfare programs, and carries out research, convenes conferences and seminars in the field of social welfare. A major publication available through the Council is a Directory of Canadian Welfare Services at a cost of \$5.75 or half-price for students.

Contact:

Executive Director
Canadian Council on Social Development
55 Parkdale Avenue
Ottawa K1Y 1E5, Ontario

7. CANADIAN COUNCIL ON URBAN AND REGIONAL RESEARCH

The purpose of the Council is to advance learning in urban and regional affairs and to distribute available

information through (a) a grant-in-aid program for research within specified themes, (b) seminars held in various regions of Canada, (c) the publication of a quarterly research information bulletin and a continuously updated classified annotated bibliography on urban and regional research.

Grants are available for research into the following themes:

- 1) Urbanization in Regional Development — the role of urban centres in achieving planned change in underdeveloped regions of Canada.
- 2) Trend to the Metropolis — alternative strategies to cope with the increasing concentration of population in a few large Canadian cities.
- 3) Decision-making in Urban Affairs — changes in the structure and processes of policy formation which shape the distribution of effective power in Canadian urban affairs.

Eligibility for grant:

A neighbourhood association which is not registered as a charitable organization for income tax purposes is not eligible. However, it may submit a research project if it is sponsored and administered by an appropriate organization which has charitable status under the Canadian Income Tax Law.

Other resources available:

Publication of a quarterly research information bulletin, and a classified bibliography on urban and regional research.

Annual budget: \$175,000 (1972)

Procedure for grants application:

Apply for formal application to:

Douglas W. Rigby
C.C.U.R.R.
151 Slater Street
Suite 511
Ottawa K1P 5H3, Ontario

8. CANADIAN INSTITUTE ON PUBLIC AFFAIRS

C.I.P.A. is a non-profit membership organization whose function is to provide a forum for the discussion of matters of major concern to the general public. The Institute organizes numerous meetings, seminars, and one major annual conference held at Lake Couchiching, where participants are given an opportunity to discuss and explore the many aspects of a given topic such as the law, revolution, the invasion of privacy, pollution, the status of women, human rights, etc.

Annual membership in the Institute is \$10.00. Family membership fee is \$15.00. In addition, major conferences and seminars charge a registration fee to cover expenses.

Those interested in the discussion of public affairs and the opportunity to meet with both nationally and internationally-known experts and other citizens who share their interest in this field should,

Contact:

Canadian Institute on Public Affairs
20 Eglinton Ave., East, Suite 203
Toronto M4P 1A9, Ontario
489-9212

9. CANADIAN LABOUR CONGRESS

The C.L.C. has recently established a Social and Community Programs Department to involve trade unions and other local organizations in community affairs and increase their awareness of problems at the

community level. Through this Department, unions will volunteer information and their organizational expertise to community groups who need assistance in this area particularly to those concerned about environmental matters such as pollution. The Department does not have a grants program.

Contact:

Regional Representative
Social and Community Programs Department
Ontario Regional Office
Canadian Labour Congress
15 Gervais Drive
Don Mills, Ontario

10. CANADIAN MOTHERCRAFT SOCIETY

This group acquires and disseminates information on matters relating to the health and well being of pregnant women and of young children.

To this end, its prime function is the training of young women for the infant day care field. The post secondary school course is a one year, three semester program, offered to persons with Grade 12 education and in their 18th year. To facilitate this training program, Mothercraft operates an infant day care centre for working parents. The children in the centre range in age from 3 months up to 30 months.

It trains and employs nurses who give prenatal classes in training for childbirth to expectant mothers, and provides guidance and help in the home to mothers with a newborn baby.

Contact:

Canadian Mothercraft Society
32 Heath Street West
Toronto M4V 1I3 Ontario
(Local groups are established in Toronto and Ottawa)

11. CANADIAN YOUTH HOSTELS ASSOCIATION

C.Y.H.A. is a non-profit, non-sectarian membership organization whose purpose is to help all people, particularly the young, acquire a greater understanding of the world and its diverse peoples through outdoor activities, educational and recreational travel and the provision of hostels in areas of special scenic, cultural or historical interest. The annual membership fee is \$12.50.

Contact:

Executive Secretary
Canadian Youth Hostels Association
270 Macharen Street
Ottawa K2P 0M2, Ontario
or
Great Lakes Region, Executive Secretary
86 Scollard Street
Toronto M5R 1G3, Ontario
924-1497

12. COMMUNITY PLANNING ASSOCIATION OF CANADA

The function of the C.P.A.C. is to develop public understanding of and an active interest and participation in community planning, development and redevelopment in both urban and rural settings. It is a citizens volunteer organization playing an educational and catalytic role in the planning process.

Contact:

Community Planning Association of Canada
Ontario Division
30 Bloor St., West, Suite 510
Toronto M4W 1A2, Ontario
922-7924

13. FRONTIER COLLEGE

Frontier College is a private, non-profit agency, founded over 72 years ago, and chartered by an Act of Parliament to provide adult and community education in outlying parts of Canada. It is not affiliated with any religious or political organization.

For ten years now, Frontier College field workers have responded to educational and social needs in communities where employment opportunities are scarce. Teams of skilled field workers help communities achieve greater economic and social self-sufficiency. It has also sent thousands of labourer-teachers into mining towns, logging operations, railway crews, fishing villages, construction sites and other communities. They work as labourers for the same wages as their fellow workers. In their spare time they develop opportunities for people wishing to up-grade their education.

Contact:

Frontier College
31 Jackes Avenue
Toronto M4T 1E2, Ontario

14. GIRL GUIDES OF CANADA

Girl Guides of Canada carries out a program for girls between seven and eighteen which focuses on developing character and good citizenship through recreational activities, community and personal services. (They also have people available to speak to community groups on Guiding).

Those wishing to enroll children, or volunteer their services as a group leader, should contact a local group. Where no such group exists,

Contact:

Ontario Council, Girl Guides of Canada
50 Merton Street
Toronto 7, Ontario

15. NATIONAL COUNCIL OF JEWISH WOMEN OF CANADA

The National Council of Jewish Women stimulates and encourages community services and education at the local level through volunteer service in programs for such groups as the underprivileged and senior citizens, and the provision of support to cultural organizations in the arts. On a national level, it has been active in sponsoring geriatric nursing, the improvement of education overseas, and the provision of bursaries for female students in Canada. One of its major interests is public affairs.

Contact:

National Council of Jewish Women of Canada
National Office
300A Wilson Ave., Suite 2
Downsview, Ontario
633-1251

16. THE NATIONAL COUNCIL OF YMCA'S OF CANADA

The National Council is the co-ordinating, unifying and serving agency which is made up principally of members elected by the 78 YMCA communities across Canada. The principal functions of National Council are:

Unifying the movement through meetings, conventions and by a communications link, and maintaining relationships on a National and International basis and assisting in a Personnel function, extension into new communities and aid in crisis intervention. This specific support service function of National Council is carried out through 12 Regional groupings across the country.

Contact:

YMCA National Council of Canada
2160 Yonge Street
Toronto, Ontario

17. THE NATIONAL PENSIONERS AND SENIOR CITIZEN'S FEDERATION

The National Pensioners and Senior Citizen's Federation is an organization composed of national and provincial organizations and Senior Citizen area councils as well as members on a direct individual basis. Its purpose is to study the economic and social problems and the needs of older people, and endeavour to obtain legislation to improve the standard of living of the aged in Canada.

Contact:

Mrs. Al Goddard, Secretary
Box 424
Fort MacLeod, Alberta
or
105, 4th Street
Toronto M8V 3A4, Ontario
252-2021

18. ONTARIO FOLK ARTS COUNCIL

This organization acts as the overall co-ordinating body for the various ethnic folk art groups in Ontario. They have no grants budget as such but are active in the stimulating and co-ordinating of cultural exchange programs through Ontario. Those wishing to learn more of what other folk arts groups are doing should

Contact:

Executive Director
49 Wellington St., East
Toronto, Ontario
363-4713

19. ONTARIO WELFARE COUNCIL

The O.W.C. is a voluntary, membership organization whose aim is to promote the establishment and improvement of health and welfare services for the people of Ontario and to this end, facilitate joint planning in this area between the public and private sectors. It is primarily concerned with provincial legislation and the administration of social welfare services. As part of a public education program, the Council sponsors conferences and workshops and produces publications on social welfare services for the general public. Of particular interest to most groups may be "*The Province of Ontario, Its Social Services*", a directory of most social welfare services in the Province provided by both government and the voluntary sector and available on request for \$4.00.

Contact:

Executive Director
Ontario Welfare Council
22 Davisville Avenue
Toronto, Ontario

20. THE UNITED SENIOR CITIZENS OF ONTARIO

The United Senior Citizens of Ontario Incorporated, is an organization of affiliated older people's clerks. Its purpose is to promote the welfare and best interests of older people in Ontario. Membership is open to senior citizens clerks as well as to individuals through the U.S.C.O. Star member program.

Contact:

United Senior Citizens of Ontario Incorporated
105, 4th Street
Toronto M8V 3A4, Ontario
252-2021

21. THE VANIER INSTITUTE OF THE FAMILY

The aims of the Vanier Institute are to improve the well-being of family life in Canada, to undertake and support research and studies in family life and to carry-out and support efforts aimed at strengthening and enriching family life.

Contact:

The Vanier Institute of the Family
151 Slater Street
Ottawa K1P 5H3, Ontario

22. YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF CANADA

The programs and service of each of the 60 local Y.W.C.A.'s or Y.M.C.A.-Y.W.C.A.'s are developed on a differential basis according to community needs and resources. They vary from small homelike residences or store-front operations to huge, multi-functional organizations with the most modern recreational and residential facilities and with decentralized service units in many areas of a metropolis.

Most Y.W.C.A.'s and Y.M.C.A.-Y.W.C.A.'s offer the following opportunities and services.

—Individual services — counselling, residence, food services, information services, homes registry.

—Group services — fitness program, small groups (clubs), informal education, programs for specially vulnerable young people, camping.

Contact:

Executive Director
Y.W.C.A. of Canada
571 Jarvis Street
Toronto M4Y 2J1, Ontario

C. NATIONAL BODIES OF CHURCHES

The Anglican Church of Canada
Social Action Unit
600 Jarvis St., Toronto 5, Ontario
924-9191

Baptist Convention of Ontario and Quebec
Division of Evangelism and Social Action
188 St. George St., Toronto 5, Ontario

Canadian Council of Churches
Department of Social Relations
40 St. Clair Avenue East, Toronto 7, Ontario

Lutheran Social Planning Council of Canada
251 King Street West
Kitchener, Ontario

Presbyterian Church in Canada
Board of Evangelism and Social Action
50 Wynford Drive
Don Mills, Ontario
429-0110

The Religious Society of Friends (Quakers)
Canadian Friends Service Committee
Friends House
60 Lowther Avenue, Toronto 5, Ontario

(Roman Catholic Church)
Catholic Charities Council of Canada
90 Parent Avenue
Ottawa 2, Ontario

The Salvation Army in Canada
National Headquarters
20 Albert Street
Toronto 1, Ontario
362-1071

The United Church of Canada
Board of Evangelism and Social Service
85 St. Clair Avenue East
Toronto 7, Ontario
925-5931

Unitarian Service Committee of Canada
56 Sparks Street
Ottawa 4, Ontario

D. HEALTH ORGANIZATIONS

Canadian Arthritis and Rheumatism Society
Ontario Division
45 Charles Street East
Toronto 5, Ontario

The Canadian Cancer Society
Ontario Division
204 Eglinton Avenue East
Toronto 12, Ontario

The Canadian Hearing Society
Eastern Ontario Regional Office
284 Elgin Street
Ottawa 4, Ontario
Western Ontario Regional Office
805 Adelaide Street
London 24, Ontario

The Canadian Mental Health Association
Ontario Division
8 Pailton Crescent
Toronto 7, Ontario

The Canadian National Institute for the Blind
Ontario Division
1919 Bayview Avenue
Toronto 350, Ontario

The Canadian Paraplegic Association
153 Lyndhurst
Toronto 178, Ontario

Canadian Public Health Association
1255 Yonge Street
Toronto 5, Ontario
The Canadian Red Cross Society
95 Wellesley Street East
Toronto 5, Ontario

National Headquarters
Ontario Division
460 Jarvis Street
Toronto 5, Ontario

Elizabeth Fry Societies of Ontario
215 Wellesley Street East
Toronto 282, Ontario

The John Howard Society of Ontario
168 Isabella Street
Toronto 5, Ontario

Multiple Sclerosis Society of Canada
Ontario Division
1220 Yonge St., Toronto, Ontario

Muscular Dystrophy Association of Canada
National Office
160 Bay Street
Toronto, Ontario
366-7618

Ontario Association for Emotionally Disturbed Children
511 Church Street
Toronto, Ontario

The Ontario Association for the Mentally Retarded
1376 Bayview Ave.
Toronto 200, Ontario

Ontario Association of Children's Aid Societies
663 Yonge St., Suite 502
Toronto 5, Ontario

Ontario Heart Foundation
119 Sparks St.
Ottawa 4, Ontario

The Ontario Society for Crippled Children
350 Rumsey Road
P.O. Box 1700
Postal Station R
Toronto 17, Ontario

Ontario Tuberculosis and Respiratory Disease
Association
157 Willowdale Avenue
Willowdale 441, Ontario

The Rehabilitation Foundation for the Disabled
(Ontario March of Dimes)
12 Overlea Blvd.
Toronto 354, Ontario

St. John's Ambulance — Ontario Council
46 Wellesley Street East
Toronto 5, Ontario
932-9689

Society for Crippled Civilians
234 Adelaide Street East
Toronto 1, Ontario

The St. Elizabeth Visiting Nurses Association
22 Davisville Avenue
Toronto 7, Ontario
481-7211

Victorian Order of Nurses (Ontario)
12 Bedford
Toronto, Ontario
925-0542

II FOUNDATIONS

A. THE ATKINSON CHARITABLE FOUNDATION

Criteria used in determining eligibility for grants:

- Within Province of Ontario
- Registered institutions or agencies tax exempt under the Federal Income Tax Act
- Usually no capital building funds, operation budgets or deficits
- No grants or loans to individuals

Areas of interest and examples of support:

- Bursary grants to many universities and colleges
- Canadian Civil Liberties Education Trust: to support a project on the legal rights of Northern Ontario Indians
- Air Pollution Study Group: to study how much breathable air is left
- Toronto Theatre-go-round: to help pay for theatre arts program for youngsters in the city's downtown
- Ontario Crippled Children's Centre: to help produce new electronic devices and training programs to give childhood victims of cerebral palsy something of a normal life
- Ottawa's Boy's Club: to help provide equipment for a new club
- O.I.S.E.: material for multi-media kits for environmental studies

Annual Report Available

Procedure for grants application:

- May be made any time
- Takes four to eight weeks to process application

Contact:

Mrs. H. C. Hindmarsh (President)
The Atkinson Charitable Foundation
1 Yonge Street
Toronto 1, Ontario

B. R. A. BEAMISH FOUNDATION

Criteria used in determining eligibility for grants:

- Ontario, principally Ottawa area

Areas of interest and examples of support:

- Education, Welfare and Community Action
- Children's Aid, Retarded Children's Home, Kiwanis Camp Banting
- Medical Associations (cancer, heart, etc.)

Procedure for grants application:

- No formal application necessary
- May be made anytime
- Two weeks to process application

Contact:

R. L. Beamish
306 Faircrest Road
Ottawa 8, Ontario

C. THE H. G. BERTRAM FOUNDATION

Criteria used in determining eligibility for grants:

- Grants to charitable organizations within the Province of Ontario, with preference given to requests from organizations in and about the Town of Dundas

Areas of interest:

- Arts, welfare, research, education, community action, ecology, etc.

(All work of the Foundation is done anonymously)

Procedure for grants application:

- May be made anytime
- Up to three months required to process application

Contact:

Mr. R. A. Kitching
Manager
Personal Trust Department
The Royal Trust Company
P.O. Box 980
Hamilton (20), Ontario

D. E. W. BICKLE FOUNDATION

Criteria used in determining eligibility for grants:

- Toronto and Ontario
- Receipt with official registration number for income tax purposes

Areas of interest and examples of support:

- one-quarter of income to various organizations in the artistic field, health field, and community and welfare fields
- one-quarter allocated to the United Appeal for Metro Toronto
- The balance for special appeals — hospital building campaigns, college and university capital fund campaigns, community and welfare campaigns

Procedure for grants application:

- Applications informal and accepted in letter form — mailed to the President
- May be made anytime

Contact:

E. W. Bickle Foundation
P.O. Box 139
Commerce Court Postal Station
Toronto M5L 1E2, Ontario
Mr. W. P. Wilder, President

E. J. P. BICKELL FOUNDATION

Criteria used in determining eligibility for grants:

- Restricted to Ontario
- Must be a registered charitable organization with a formal structure

Areas of interest and examples of support:

- One-half of the Foundation's income is given to the Hospital for Sick Children
- Education — university scholarships
- Medical research
- General — often furnishings and equipment

Procedure for grants application:

- Applications for grants are made by letter to the secretary
- Special applications are provided for grants for medical research
- Processing may take several months

A pamphlet is available from the Foundation

Contact:

J. P. Bickell Foundation
Mr. P. J. Sewell (Secretary)
National Trust Company Limited
21 King Street East
Toronto 1, Ontario

F. JAMES H. CUMMINGS FOUNDATION, INCORPORATED

Criteria used in determining eligibility for grants:

- Geographical limitations Buffalo, New York, Toronto, Ontario and Hendersonville, North Carolina
- No grants to municipalities or individuals
- All funds are distributed to tax-exempt organizations in these cities
- Majority of grants are of a capital nature — particularly interested in equipment needs of various kinds.

Areas of interest and examples of support:

- Medical science, research and education
- Under-privileged boys and girls
- Aged and infirm persons

Procedure for grants application:

- Formal application necessary
- One to two months required to process application

Annual Report available upon request.

Contact:

Executive Director
James H. Cummings Foundation, Inc.
1102 Marine Trust Building
Buffalo 3, New York

G. THE J. W. DAFOE FOUNDATION**Criteria used in determining eligibility for grants:**

- No geographical limitations
- Must be incorporated
- Funding on an annual basis

Areas of interest and examples of support:

- Political aspects of International co-operation and development
- Grants three fellowships at three Canadian universities designated annually by the Foundation
- Canadian Institute of International Affairs for Canadian-American Annual Conference
- International Conference sponsored by the Students Union, University of Manitoba

Procedure for grants application:

- Applications informal and made to the honorary secretary
- Must be made no later than April 1

Contact:

The J. W. Dafoe Foundation
706 Lanark Street
Winnipeg 9, Manitoba
Douglass Chevrier (Honorary Secretary)

H. DONNER CANADIAN FOUNDATION**Criteria used in determining eligibility for grants:**

- Grants are made to various organizations which possess a charitable gift registration number
- Funding varies up to three years
- No grants for capital expenditures, sabbatical leaves, budget deficits, fund drives, conferences, or charitable appeals.

Areas of interest and examples of support:

- Legal and penal reform—Canadian Bar Association's Foundation for Legal Research: for a study of the Supreme Court of Canada's jurisdiction in civil cases
- French Canada — Université Laval, Faculty of Law: For a study of the administration of civil justice in the Province of Quebec
- Canadian Foreign Policy — Centre for Foreign Policy Studies, Dalhousie University: funds for initial development costs
- Canada's native peoples — Trent University: to support an Indian-Eskimo Studies Program
- The development of Canada's North — To obtain the services of 3 senior authorities on the North for the Arctic Institute of North America's program on Arctic Development and the Environment

Procedure for grants application:

- Applications accepted in letter form and mailed to the President
- May be made anytime

Contact:

Donner Canadian Foundation
P.O. Box 122
Toronto-Dominion Centre
Toronto 111, Ontario
Mr. Donald S. Rickerd, President

I. SIR JOSEPH FLAVELLE FOUNDATION**Criteria used in determining eligibility for grants:**

- Restricted to Province of Ontario
- Must be a registered charitable organization
- No grants are available to individuals

Areas of interest and examples of support:

- General—Toronto Arts Foundation
St. Leonard's House
Big Sisters Association
The Zoo
Kelso Music Centre

Procedure for grants application:

- Applications are made by letter to the secretary
- Meetings are called at the discretion of the chairman

Contact:

Sir Joseph Flavelle Foundation
Mr. P. J. Sewell (Secretary)
National Trust Company Limited
21 King Street East
Toronto 1, Ontario

J. THE FORD FOUNDATION**Criteria used in determining eligibility for grants:**

- World wide
- Does grant to individuals as well as to institutions

Areas of interest and examples of support:

- Ecological research
- Training and action — University of Montreal for management training and research
- Strengthening of state and local government
- Community leadership and development
- Education—York University—government—university relations
- Housing — Canadian Council on Urban and Regional Research
- Justice — University of Montreal — legal education
- The Arts
- Agriculture
- Population

Annual Report available upon request.

Contact:

Secretary
The Ford Foundation
320 East 43rd St.
New York
New York 10017

K. THE JAMES FRANCESCHINI FOUNDATION**Criteria used in determining eligibility for grants:**

- Mainly Ontario
- Incorporated organizations
- Education grants are made to the University involved rather than to the individual

Areas of interest and examples of support:

- Education — University of Toronto for engineering scholarship
- Research — Canadian Cancer Society, Canadian Heart Foundation, Gage Research Institute

—Community — United Appeal, Canadian Council of Christians and Jews

Procedure for grants application:

- Formal application necessary
- Should be made in the early part of the calendar year
- Requires 3 months to process

Contact:

Mrs. M. L. Palmer, Q.C., Secretary
The James Franceschini Foundation
Suite 506
372 Bay Street
Toronto, Ontario

L. B & B HAMILTON FOUNDATION

Criteria used in determining eligibility for grants:

- Canadian based charitable activities
- Funds for duration of project, commitments for one year at a time

Areas of interest:

- In this order, welfare, arts, education, ecology, community action

Procedure for grants application:

- No formal application required
- Must show authenticated knowledge of need
- Application should be made early in the year
- Requires approximately 6 weeks to process

Contact:

B & B Hamilton Foundation
333 Courtleigh Blvd.
Toronto 12, Ontario

M. THE HAMILTON FOUNDATION

Criteria used in determining eligibility for grants:

- Province of Ontario with particular attention given to the Metropolitan Hamilton area

Areas of interest and examples of support:

- Very wide, as it ranges from helping already established charitable organizations with special projects or which aid crippled children and aged people, to supporting young, active people who need modest assistance to enjoy scholarships and gain educational advantages
- Funds also used for aiding organizations with purchases of needed equipment and with outlined projects in the educational, musical or research fields

Booklet available on request.

Contact:

Mr. C. K. MacGillivray, F.C.A.
114 Mansfield Drive
Ancaster, Ontario

N. AUDREY S. HELLYER CHARITABLE FOUNDATION

Criteria used in determining eligibility for grants:

- Must be incorporated organization which can give a valid receipt for income tax purposes
- Fund for duration of project

Areas of interest and examples of support:

- Religious
- Educational
- Welfare

Procedure for grants application:

- Formal application can be made anytime
- Requires 3 to 4 months to process

Contact:

President
Audrey S. Hellyer Charitable Foundation
Suite 17-B
1262 Don Mills Road
Don Mills M3B 2W7, Ontario

O. THE RICHARD IVEY FOUNDATION

Criteria used in determining eligibility for grants:

- Interests are primarily in London and Southwestern Ontario
- Limited to organizations with National Revenue Registration and normally to incorporated organizations only
- Grants are never made to individuals
- Grants are not made ordinarily to: annual campaigns, budget deficits, endowment funds, operating expenditures except temporarily for new undertakings

Areas of interest and examples of support:

- Primarily interested in health, education, social development and the humanities
- University of Western Ontario — funds to the new University Hospital for Neurological Sciences Department
- Royal Ontario Museum, National Theatre School of Canada
- Mental Health
- Big Brothers, etc.

Procedure for grants application:

- No formal application necessary, mail letter to the Secretary
- May be made anytime
- Usually takes one month to process application

Excellent annual report available upon request.

Contact:

The Richard Ivey Foundation
Suite 820, 291 Dundas Street
London N6B 1V1, Ontario
Mr. R. B. Willis, Secretary

P. THE RICHARD AND JEAN IVEY FUND

Criteria used in determining eligibility for grants:

- Limited to Canada by charter. Primarily interested in London and Southwestern Ontario
- Limited to organizations with National Revenue Registration and normally to incorporated organizations only
- Grants are not made to individuals, annual campaigns, student aid, deficits — operating or capital

Areas of interest and examples of support:

- Primarily interested in health, education and social development
- Health — Major teaching hospitals in London affiliated with the University of Western Ontario, i.e. St. Joseph's, Victoria, University
- Education — Faculty of Medicine, University of Western Ontario
- Social Development — Teen Girls Home, Mission Services of London, The Nature Conservancy of Canada

Other resources available:

- Prepared to provide information to applicants or grantees

Procedure for grants application:

- No formal application necessary
- Application may be made anytime
- Application usually takes one month to process

Annual report available on request.

Contact:

Mr. R. B. Willis, Secretary
The Richard and Jean Ivey Fund
820 Northern Life Building
291 Dundas Street
London N6B 1V1, Ontario

Q. THE THOMAS J. JOHNSTON FOUNDATION

Criteria used in determining eligibility for grants:

- Limited to Province of Ontario
- Formal and incorporated organizations
- Individuals through educational institutions in the form of bursaries, scholarships

Areas of interest and examples of support:

- Will not make cash grants or grants to structural building funds — will make equipment grants
- Welfare
 - Emphasis on Homes for the Aged
 - Algoma Home for Aged, Thessalon
 - Fairhaven Home, Peterborough
 - Salvation Army, Men's Hostel, Toronto
- Education—Boy's Village, Toronto

Procedure for grants application:

- Application is made in the form of a letter or request
- May be made anytime
- Takes four to six weeks to process application which is investigated personally
- Where possible and convenient to indicate on equipment "Donated by The Thos. J. Johnston Foundation"

Contact:

The Thomas J. Johnston Foundation
Mr. Arthur K. Kingsmill (Executive Secretary)
2719 Yonge Street
Toronto 12, Ontario

R. THE W. K. KELLOGG FOUNDATION

Criteria used in determining eligibility for grants:

- No geographical limitations
- More interested in demonstration projects rather than research and in programs that are pioneering or experimental rather than operational phases of established programs.
- Agencies must qualify for tax exemption
- No grants are made to individuals

Areas of interest and examples of support:

- World food supply, population planning, environmental quality, community college development, health manpower needs, improved delivery of health services, continuing education, educational opportunities for the disadvantaged

Procedure for grants application:

- No formal application necessary
- May be made anytime

Booklet available upon request.

Contact:

The Secretary
W. K. Kellogg Foundation
400 North Avenue
Battle Creek
Michigan 49016

S. THE KRESGE FOUNDATION

Criteria used in determining eligibility for grants:

- Grants are made to well established accredited institutions
- No geographical restrictions
- Grants are not made to individuals, research programs, or operating budgets

Areas of interest and examples of support:

- Education — Yale University — School of Medicine
- Health — Childrens Hospital, Ottawa
- Conservation — Nature Conservancy of Canada
- Arts
- Care of the young or old
- Grants are primarily made toward — construction and major renovation projects; the purchase of major moveable capital equipment; purchase of real estate

Procedure for grants application:

- No formal application necessary. Letters of request should be brief
- Applications may be made anytime

Booklet available upon request.

Contact:

The Kresge Foundation
Mr. Alfred Taylor Jr. (Vice-President)
1500 N. Woodward Avenue
Birmingham, Michigan 48011

T. LAIDLAW FOUNDATION

Criteria used in determining eligibility for grants:

- Canada—priority given to Ontario
- Must be an incorporated, registered charitable organization
- No capital expenditure or equipment costs

Areas of interest and examples of support:

- Social Welfare
- Mental Health
- Civil Liberties
- Youth Services
- Conservation
- Arts

Procedure for grants application:

- Formal application but not in any specified format
- Processing of application takes up to 3 months

Booklet available from Laidlaw Foundation.

Contact:

Miss M. C. Thomas
Laidlaw Foundation
60 St. Clair Avenue East
Suite 203
Toronto M4V 1M7, Ontario
964-3614

U. THE JOHN AND MARGARET ANN WILSON McCONNELL MEMORIAL FOUNDATION

Criteria used in determining eligibility for grants:

- Residence in District of Muskoka

Areas of interest and examples of support:

- Assistance to individuals in dire need
- Provides bursaries to secondary school students throughout District of Muskoka
- Muskoka hospitals
- Muskoka Children's Aid Society
- C.N.I.B. etc.

Procedure for grants application:

- Applications may be informal and are to be sent to the Secretary
- Processing of application takes up to three months

Contact:

The John & Margaret Ann Wilson McConnell
Memorial Foundation
Box 786
Bracebridge, Ontario
Mrs. D. C. Thomas (Secretary)

V. J. W. McCONNELL FOUNDATION INC.**Criteria used in determining eligibility for grants:**

- No geographical limitations, however primary interest in Province of Quebec
- Grants are not made available to individuals
- Interested in short-term innovative projects
- Grants are not given for publication of books, magazines, films, etc.

Procedure for grants application:

- Informal written presentation of project at the initial stage (must be typed on 8½" x 11" paper, one side only)
- There are no deadlines for the receipt of applications

Booklet available upon request

Contact:

J. W. McConnell Foundation Inc.
Room 2875
630 Dorchester Boulevard West
Montreal 101
Quebec

W. THE McLEAN FOUNDATION**Criteria used in determining eligibility for grants:**

- Payments made only to institutions which are recognized by the Canadian Income Tax Department, also by the Ontario Succession Duties Office.
- Restricts donations outside of Ontario to educational and religious institutions
- Grants generally given on a project basis

Areas of interest and examples of support:

- The Arts — music, painting, etc.
- Charitable
- Welfare — hospital building funds
- Educational — university building funds
- Research activities

Procedure for grants application:

- Letter to Secretary
- Requires up to three months to process application

Contact:

The Secretary
The McLean Foundation
95 St. Clair Avenue West
16th Floor
Toronto M4V 1P2, Ontario

X. F. K. MORROW FOUNDATION**Criteria used in determining eligibility for grants:**

- Canada wide
- Registered institutions tax exempt under the Federal Income Tax Act
- No grants made to individuals

Areas of interest and examples of support:

- Educational—library project, some scholarships
- Medical — capital projects by hospitals, Canadian Cancer Society, United Appeal, Y.W.C.A. etc.
- Religious Organizations

Procedure for grants application:

- Formal application necessary
- Applications may be made anytime
- Application takes from two to ten weeks to process

Contact:

Right Reverend J. G. Fullerton, P.H., President
F. K. Morrow Foundation
67 Yonge Street, Room 808
Toronto M5E 1J8, Ontario

Y. THE NEATHERN TRUST**Criteria used in determining eligibility for grants:**

- Does not give to general appeals
- Gives to formal or informal organizations, incorporated organizations and individuals
- Usually initiation or interim period of project, interested in being able to deal quickly with "emergency" needs

Areas of interest and examples of support:

- Education — 5 boys to go to choir camp.
- Nursery supervisor for out-island of Bahamas
- Research — emergency interim grant for longitudinal study of deprived children
- One of the current interests is consideration of the role of various levels of granting bodies and how through greater co-ordination of efforts they may more effectively serve individual and social needs. Also problems of the grantee

Procedure for grants application:

- Formal application
- Anytime
- Time required to process application — emergency need about one week; regular applications depend on date of next Board meeting

Contact:

The Neathern Trust
Dr. Mary L. Northway
C/o The Brora Centre
164 Eglinton Avenue East, Suite 106
Toronto M4P 1G4, Ontario

Z. THE COLONEL HARLAND SANDERS CHARITABLE ORGANIZATION INCORP.

- 1) At the end of the fiscal year of Kentucky Fried Chicken Limited the stated percentage of profit (as allowed by the Federal Government) is given to the Col. Sanders Charitable Organization Incorporated. This money is then given to each and every licensee for distribution in his name to a deserving cause in the area where he operates a Kentucky Fried Chicken store.
- 2) Scholarship Awards:
To encourage and assist qualified young men and women to further their education. Provides for tuition and financial assistance to any college or university. Applicant must refrain from using tobacco and alcoholic beverages and so certify.

Contact:

The Colonel Harland Sanders Charitable
Organization Incorp.
2000 Jane Street
Weston, Ontario

AA. THE RUTH SCHWARTZ FOUNDATION

Criteria used in determining eligibility for grants:

- Limited to Canada
- Registered Canadian charitable organization with official registration number for income tax purposes
- Projects are funded on an annual basis but are renewable as progress warrants

Areas of interest and examples of support:

- Main area of support to date has been the West End Creche
- Research relating to the disturbed child

Procedure for grants application:

- Application made by letter to contact person
- May be made anytime
- It usually takes 60 days to process an application
- Progress reports are required

Contact:

Mr. C. A. Greer
The Ruth Schwartz Foundation
Suite 2101, 44 Victoria Street
Toronto 210, Ontario

III CORPORATIONS

A. BELL CANADA

Public Relations Department
Royal Trust Tower
25 Floor
Toronto 111, Ontario

Bell Canada has been developing a corps of speakers who are available to community groups, service clubs, professional organizations, etc. Subject material of a diverse nature. They also have a wide variety of interesting, informative and educational films available without charge — these are listed in a booklet obtainable by calling the local Bell Canada business office.

B. CANADIAN GENERAL ELECTRIC CO. LTD.

214 King St. West
Toronto, Ontario
Chairman of the Board & Chief Executive Officer
—W. G. Ward

Corporate grants are made on a regular basis to support education, hospitals and organized welfare such as United Funds, Red Cross, Salvation Army, etc. Other worthy community projects may be supported in local situations.

Resources:

Provide films and speakers upon written application—*Film Catalogue* available. Examples — films of training, environment, rapid transit, etc.

C. CANADA TRUST

Gives grants to organizations such as building funds for hospitals and universities and Y.M.C.A.'s. Also supports the arts i.e. McMichael Canadian Collection and a number of ecological programs.

Funds over a three year period with the understanding that a fund has to reach a minimum of 50% of the campaign target.

Takes 4 to 8 weeks to process grants application.

Contact:

Mr. Jack Oldham
Manager
Corporate Public Relations
Canada Trust, Head Office
London N6A 4R2, Ontario

D. FORD MOTOR COMPANY

Areas of support:

- Local individual groups. Encourage contacting of local merchants and dealers
- National voluntary organizations

Resources:

- Speakers
- Educational resources

Contact:

Mr. Peter Ansley
Manager
Administration & Research
Public Affairs Office
Ford Motor Company
Oakville, Ontario

E. GULF OIL CANADA LIMITED

Areas of support:

—United Appeals, National Health and Welfare Associations, universities, colleges, hospitals, scout groups and Y's

Procedure for grants application:

—Applications can be made either directly to the Head Office or to the Company's Division and Field Units.

These are reviewed and passed on by the Donations Committee.

—Progress reports are required

Contact:

Mr. J. H. Yocum
Manager
Public Relations
Gulf Oil Canada Limited
P.O. Box 460, Station A
Toronto 116, Ontario

F. HOUSEHOLD FINANCE CORPORATION OF CANADA

Money Management Institute

85 Bloor Street East
Toronto, M4W 1B4, Ontario

Sponsors a money management program which includes booklets, filmstrips and leaflets covering personal and family spending. Brochure available.

G. THE INTERNATIONAL NICKEL COMPANY OF CANADA LIMITED

Areas of interest and examples of support:

- Laurentian University Building Fund
- Sudbury and District Hospital Council
- Involvement in community fund raising drives
- Support of local campaigns of national charitable organizations through purchase of advertising time and space
- Aid to Education: provides a number of undergraduate scholarships tenable at Canadian Universities for selected studies in engineering and the physical sciences (brochure available on request)

Resources:

- Speakers—depending on topic
- Films
- Publicity

Contact:

Public Affairs Department
The International Nickel Company of Canada, Limited
Ontario Division
Copper Cliff, Ontario

H. JOHN LABATT LIMITED

Criteria used in determining eligibility for grants:

- Canadian groups
- Organizations, not generally individuals

Areas of interest and examples of support:

—Arts, Welfare, Community Action and Ecology
The following projects are part of a summer program supported by John Labatt Limited and employing students.

- Neighbourhood Business Consulting Services: 5 University of Toronto M.B.A. students provide consulting services to small businesses in the Toronto-Kensington area
- Cucumber Farm, Mississauga: 30 students carried on business from production of product to sale
- Urban Vehicle Design: Toronto and London: production of a small, non-polluting urban car; 8 and 11 students
- Sociological study of lakes and tourism in Northern Manitoba; 6 students

Other resources available:

- Provides speakers, films, consultants to a small degree, office space, or meeting rooms, occasionally printing, and direct professional assistance

Procedure for grants application:

- Formal written application necessary
- Applications may be submitted anytime
- Requires at least 6-8 weeks to process applications

Contact:

Mr. B. J. Hartford, Director
Information and Public Affairs
John Labatt Limited
451 Ridout Street
London, Ontario

I. THE HOUSE OF SEAGRAM LTD.

The Distillers Corporation — Seagrams Limited is, in general terms, interested in helping community groups and organizations. Each request is considered on its relative merits and they try to help in all parts of Canada.

The House of Seagram Ltd.
C/o Mr. Peter C. Swann
1430 Peel Street
Montreal, Province of Quebec

J. HARVEY WOODS LIMITED

18 Vansittart Avenue
P.O. Box 400
Woodstock N4S 7Y4, Ontario
C/o Mr. J. A. Young, Vice President

Participates actively at the local level in many community endeavours i.e. Woodstock United Appeal Association, Oxford County Art Association, Woodstock Family Y.M.C.A., Victorian Order of Nurses, Junior Achievement Program, etc.

IV LOCAL GOVERNMENT

THE LOCAL GOVERNMENT SYSTEM

In Ontario, *The Municipal Act* is the major, but certainly not the only piece of legislation which governs the operation of municipalities. *The Municipal Act* provides that upon the application of a given number of residents of a locality, the Ontario Municipal Board may incorporate that locality as an improvement district, village, township or town, depending on the size of its population. As a municipality grows, it may apply to the Board for a change in its status; for a city, a population of at least 15,000 is normally required. The Municipal Board may also combine two or more municipalities by amalgamation, and may enlarge one municipality by annexing to it portions of adjacent municipalities.

Major changes in municipal organization and boundaries are now regarded as matters of provincial policy, and as such are more frequently the result of specific government legislation. The local government reform program, which has as one goal the creation of stronger municipalities with the capability to plan and provide services more effectively across a wider area, has resulted in the formation of two tier regional governments in many areas of the province. In two tier regions, responsibilities are divided between the regional level and the area municipalities which constitute the region. Through their local government institutions, citizens are thus able to take part in more meaningful decisions which take into account the needs of neighbouring municipalities.

Municipal elections, in which all Canadian citizens and other British subjects at least eighteen years of age are eligible to vote, are held bi-annually on the first Monday in December.

The positions to be filled by election depend on the type of municipality. In cities and towns, a mayor is elected as head of council. Where a city or town is divided into wards for the purposes of the elections, a given number of aldermen are elected from each ward, but where there is no ward system, councillors are elected by the entire municipality. Members of the Board of Control, where such a body exists, are similarly elected at large.

In townships and villages, the reeve is the elected head of council. Towns also elect a reeve, but not as head of council, and like townships and villages, may have an elected deputy reeve as well. In addition to being members of the local council, the reeve and deputy reeve represent their municipality at county council. Cities are not part of the county system.

MUNICIPAL GRANTS

Within the guidelines set out by *The Municipal Act* and a number of other acts that are the responsibility of the Ministry of Treasury, Economics and Intergovernmental Affairs, municipalities in Ontario may pass by-laws and set their own priorities in response to local needs. The policies regarding the funding of community projects, therefore, vary greatly from one municipality to another.

Sections 352 and 353 of *The Municipal Act* enable municipalities to make grants to charitable institutions and patriotic organizations, and to other groups and organizations for a variety of purposes, among them community recreation programs and facilities, health or community centres, aiding indigent persons, cultural and athletic activities and the promotion of military science.

Your alderman or councillor can be helpful in pointing out what your local council sees as its priorities and at the same time, can often indicate how a specific request might be received. While many municipalities have no firm policies concerning the kinds of projects they will fund, others have fixed official policies in this area.

In 1970, for example, the City of Toronto established a series of guidelines as to the kinds of community projects they would support. Included were cultural and artistic programs, groups representing the city at outside functions such as sports, athletics, cultural or artistic events, and a limited number of pilot projects, special projects and services which the city considered worthwhile and deserving of public support. Excluded were requests for grants in lieu of taxes, where a precedent had not been established for the group, new programs or projects which overlap or duplicate the work of existing organizations in the city, projects regarded as Metro, provincial or federal responsibilities except in very unusual circumstances, projects considered as suitable only for private enterprise or private charity, organizations and groups which have carried on the same service in the past with volunteer help and no public funds, and associations of property owners, ratepayers, tenants, businesses, citizens and other organizations which are primarily self-interested.

A favourable response to a request for municipal assistance usually reflects considerable community support for your proposal. Municipal councils want some assurance that the funds will be administered by a competent body, prior consultation with civic officials and your elected municipal representatives, documentation of the need for the service or project, and finally, a carefully prepared, well-organized proposal which clearly indicates that your group is well informed, competent and prepared to carry out the project in question.

For information about a municipal grant, contact the Clerk of the municipality. Residents of two tier regional municipalities should ensure that their request is forwarded to the level which is responsible for the function to which their project is related.

V PROVINCE OF ONTARIO

A. Ministry of Agriculture and Food

(1) AGRICULTURAL AND HORTICULTURAL SOCIETIES BRANCH

Grants under the Drainage Act are provided for drainage for improved agricultural production.

Type of group eligible

Groups of citizens with the municipalities as the administrative group.

Restrictions imposed on grants:

- (1) Projects in counties receive a grant of 33⅓% of total cost.
- (2) Projects in district receive a grant of 66⅔% of total cost.
- (3) Projects in unorganized municipalities or townships in Districts receive 80%.
- (4) A.R.D.A. an extra 33⅓% grant in the 11 eastern Counties (Frontenac and east) plus 9 townships in a microdrainage area in Wellington, Dufferin and Grey Counties.
- (5) A check to determine amount of assessments against agricultural property is carried out. This checks the validity of statement for grant. (Other checks are delegated largely to municipalities and their engineers).

Other resources available: (not only to grant recipients)

- (1) Speakers
- (2) Consultants
- (3) Direct professional assistance in unorganized townships
- (4) Information or educational materials such as copies of acts and procedural material

Annual budget allocated for grants: \$3,500,000

Procedure for grants application:

- (1) A formal application form is available through Ontario Ministry of Agriculture and Food, Agricultural and Horticultural Societies Branch, Parliament Buildings, Toronto 182.
- (2) Contact: The Drainage Co-ordinator.
- (3) Application should be made once the provisional by-law has been passed.

Time required to process application: 1 to 2 weeks.

(2) A.R.D.A. BRANCH

(Agricultural Rehabilitation and Development Administration)

Established to improve social and economic conditions of rural people (any community of under 5,000 is designated as rural).

Program areas include:

Research, education, community action and capital expenditure.

Type of group eligible:

Organized companies, corporations, municipalities and in some instances local agencies.

Restrictions imposed on grants:

- (1) Primarily in rural designated area for rural people.
- (2) Project must be approved by federal Department of Regional Economic Expansion, as all projects are jointly funded with Ottawa.
- (3) Recipients of grants must have legal status, and be accountable for the expenditure of funds.
- (4) Citizens' groups require the sanction of the municipality, incorporated and some share capital.

Other resources available:

(not only to grant recipients, but to all rural people in need of help).

Speakers, films, consultants, meeting rooms on occasion, some publicity, some educational materials, direct professional assistance in certain areas dealing with agricultural and certain aspects of rural development.

Annual budget allocated for grants: \$1.5 million.

Examples of projects supported by A.R.D.A. to date include:

- (1) Rural Learning Association — Leadership Learning Seminar, 1 week
\$5,000 on Inter-Cultural Dialogue 1972
\$1,000 on Community Resource Development 1969
- (2) Establishment of Rural Community Recreation Industry, i.e. Mount Madawaska Ski Development, Delta Beverley Lakes Park.
- (3) Summer Camp for Rural Children—Dundas County.

Procedure for grants application:

- (1) Formal application is available through
 - a) Field Staff located in Ontario.
 - b) Local offices in Alexandria, Bancroft, Clinton, Cornwall, Emo, Gore Bay, Kemptville, Kingston, Markdale, Napanee, Peterborough, Perth, Plantagenet, Renfrew, Sault Ste. Marie, North Bay, New Liskeard, Marathon, Stirling, Walkerton.
- (2) Application should be made when project is in planning stage.

Time required to process application:

It varies from 3 weeks to several months, depending on nature and scope of project.

(3) HOME ECONOMICS BRANCH

Small grants are given by this branch towards the operating costs of annual meetings or conventions of Women's Institute groups throughout rural Ontario.

Annual budget: \$6,500 divided among 114 Women's Institute districts which receive about \$25. and 14 convention areas which receive \$75.

Procedure for Grants Application:

- (1) Formal application is available through
 - Home Economics Branch
 - Ministry of Agriculture & Food
 - Parliament Buildings
 - Toronto, Ontario
- (2) Application should be made following annual meeting, and must include an audited financial statement.

Time required to process application: 3 weeks

Other resources available:

(to an organized group in a rural area)

- (1) Speakers on special occasions
- (2) Films
- (3) Consultants
- (4) Meeting rooms
- (5) Direct professional assistance
- (6) Educational materials
- (7) Conduct training schools

(4) SUBSIDIES

1. The Ministry makes subsidies to organizations with activities designed to benefit farmers.

Examples of these are:

- (1) Grants to plowing matches — \$7,000.
- (2) Grants and Achievement Awards 4H and Allied Activities \$44,500.
- (3) Ontario Fur Breeders' Association Inc. \$5,000.
- (4) Royal Winter Fair \$50,000.
- (5) Agricultural and Horticultural Societies \$49,025.
- (6) Industrial Milk Assistance Act. \$766,600.

2. The Ministry also makes subsidies directly to farmers.

Examples of these are:

- (1) Drainage Act see page 23)
- (2) ARDA Capital Grants (see page 23) \$1,300,000.
- (3) ARDA Private Land Forestry. \$500,000.
- (4) Agricultural Development in Northern Ontario \$209,278.
- (5) Grants and subsidies re livestock \$169,200.
i.e. Bull premiums, ram premiums, etc.

St. Lawrence (Brockville)

St. Lawrence (Cornwall)

Seneca (North York)

Sheridan (Oakville)

Sir Sandford Fleming (Peterborough)

Sir Sandford Fleming (Lindsay)

(2) ARCHIVES BRANCH

Staffs the Province's major repository of non-published documentary material relating to the history of Ontario. Its holdings include early correspondence, diaries, government and business records, photographs, etc. This Branch operates a reading room for the public and will answer historical research questions from individuals or groups.

Public Reading Room

77 Grenville Street

Toronto, Ontario

(open week days from 8:30 a.m. to 5:00 p.m.)

It will also provide microfilm or photostatic copies of historical documents at a cost.

Contact:

Mr. A. W. Murdoch, Director

Archives Branch

Ministry of Colleges and Universities

3rd floor, 77 Grenville Street

Toronto, Ontario

B. Ministry of Colleges and Universities

(1) APPLIED ARTS AND TECHNOLOGY BRANCH

Colleges of Applied Arts and Technology are located in 20 areas of Ontario.

They provide a wide range of education, both vocational and avocational, regardless of formal entrance requirements. Colleges meet the needs of the community by developing programs requested by citizens, and by means of flexible scheduling to allow part-time study, day or night. Some colleges provide drop-in counselling services and all provide adult training. The latter training includes academic upgrading and training in commercial and special skill areas, as well as a range of cultural and recreational courses, not leading to certificates, but serving the needs of the community.

Information regarding specific admission requirements and detailed information on programs, as well as transfer possibilities may be obtained by writing to the appropriate college.

Algonquin (Ottawa)

Algonquin (Pembroke)

Cambrian (Sudbury)

Cambrian (North Bay)

Cambrian (Sault Ste. Marie)

Centennial (Scarborough)

Conestoga (Kitchener)

Confederation (Thunder Bay)

Durham (Oshawa)

Fanshawe (London)

George Brown (Toronto)

Georgian (Barrie)

Humber (Etobicoke)

Lambton (Sarnia)

Loyalist (Belleville)

Mohawk (Hamilton)

Niagara (Welland/St. Catharines)

Northern (S. Porcupine)

Northern (Kirkland Lake)

Northern (Haileybury)

St. Clair (Windsor)

St. Lawrence (Kingston)

(3) HISTORICAL BRANCH

Will give advice to regional tourist organizations, historical societies, municipalities and other organizations in connection with historical publications or promotional programs, historical information concerning Ontario subjects, and provides a booklet on Historical Sites, Museums and Plaques.

Museum Section

Gives free technical assistance to any museum in the province in such areas as organization display, security cataloguing, building design etc.

Contact:

Mr. R. B. Apted, Director

Historical and Museums Branch

Ministry of Colleges and Universities

2nd floor, 77 Grenville Street

Toronto, Ontario

(4) INDUSTRIAL TRAINING BRANCH

Offers assistance to potential trainees and their employers in three areas of training activity—apprenticeship, short-term training-in-industry and modular training and other innovative training techniques. The resources offered are less of a financial nature and more of a direct professional assistance nature.

1. Financial Assistance

(shared by individual, firm or Community College and Government)

a) Apprenticeship — opportunity to earn while learning. Any person sixteen or over with Grade 10 or its equivalent is qualified to apprentice at a rate not less than:

1) 40%—1st period

2) 50%—2nd period

3) 60%—3rd period

4) 70%—4th period

5) 80%—5th period

of the average rate of wages for journeymen employed in that trade. Most apprenticeship training is on-the-job. Yet there is a portion of related training provided

at the Colleges of Applied Arts and Technology. Apprentices are eligible for a living allowance while attending a course at college. The basic rate is \$47. per week (living at home with no dependents) to a maximum of \$88. per week living either at or away from home with four or more dependents). A commuting allowance of 3.5c per mile to a maximum of \$25 per week is allowed for apprentices outside the Metropolitan area of the College or 10 miles from the College.

b) Short-term Training-in-Industry:

Training programs tailored specifically to the needs of a particular industry can be developed by the Branch in concert with that industry. If these programs meet Federal requirements as provided in the Adult Occupational Training Act, between 50% and 75% of the capital expenditures incurred on training facilities will be provided by the Federal Government. Otherwise the Province assumes these costs.

c) Modular Training and other Innovative Training Techniques:

These approaches to training can be applied to (a) and (b). Therefore, they are supported in either one of the manners discussed above.

2. Professional Assistance

a) Apprenticeship

There are trades for which Provincial regulations exist and others which are non-regulated.

Regulated—if a trade is regulated the employer must conform to the regulations. Standards of proficiency are developed by the Branch. An apprentice must pass an examination devised by the Branch to receive his Certificate of Qualification. Related or in-school training curricula are designed by the Branch and the Community College.

Non-regulated—Employers in the non-regulated trades are provided with Schedules of Training. They are offered as guides for training in the absence of specific regulations.

b & c) Short-term Training-in-Industry and Modular Training

The Branch will develop an individual training program or a modular training program at the request of an industry or plant. The Branch has well qualified officers to conduct occupational analysis, develop curricula, devise examinations and monitor the progress of a program.

Other resources available:

1. Informational brochures on programs and services of the Branch.
2. Study guides and examination details for use of trainees.
3. Speakers for organizations interested in industrial training.
4. Seminars — to explain functions of the Branch. School counsellors have been primary attendants — give information to students.

Regional and District Offices of the Industrial Training Branch throughout Ontario, provide counsellors to guide and advise apprentices.

Contact:

Industrial Training Branch
Ministry of Colleges & Universities
400 University Avenue
Toronto, Ontario

(5) PROVINCIAL LIBRARY SERVICES BRANCH

This Branch provides grants to 14 Regional Library systems and 350 Municipal Library Boards for public library service only. Special grants are given from time to time for foreign language catalogues etc..No formal application for provincial grant is necessary.

This Branch also provides speakers, consultants, direct professional assistance and information.

Contact:

Director
Provincial Library Service Branch
Room 1463
Mowat Block
Parliament Buildings
Toronto, Ontario

(6) ONTARIO ARTS COUNCIL

The Ontario Arts Council was established to stimulate and support artistic growth within the province. It is a Crown Agency reporting to the Legislature through the Minister of Colleges and Universities.

Type of group eligible:

- 1) Non profit Arts organizations (professional and amateur) who have either proposed a project to the Council, or have been approached by the Council.
- 2) Individual grants are available only in the fields of film and literature.

Restrictions imposed upon grants:

- 1) Any organization applying must be prepared to provide a full budget and audited financial statements.
- 2) Organizations applying for repeated grants must account for all previous grants.
- 3) Grants applications are researched by Council staff and presented to Council members for approval.

Other resources available:

- 1) Advisory services in all areas of production.
- 2) Management.
- 3) Budgeting.
- 4) Promotion.
- 5) Fund raising.
- 6) A registry of Ontario music artists and touring organizations is provided for sponsors.

Annual budget:

\$3,400,000. for grants and programs in 1972-73.

Contact:

Naomi G. Lightbourn
Executive Secretary
Ontario Arts Council
151 Bloor Street West
5th floor
Toronto, M5S 1T6, Ontario

Time required to process application:

- 1) Applications should be made at least six weeks prior to a Council meeting (meetings are held in March, June, October).
- 2) Normally two to four weeks are required to process an application after the Council meeting.

(7) THE ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY

The activities of the Authority include the creation and distribution of educational program and support materials designed for all interest and age groups as well as the research and development of educational communications technology. There are no money grants offered by the Authority.

Services offered by OECA:

- 1) Ontario-wide broadcasting service for schools.
- 2) CICA-TV Channel 19 — 4,200 hours of educational programming per year.
- 3) Multi-media materials—television support materials for citizens and schools who want to obtain best results from OECA programs.
 - a) Teacher's guides
 - b) Adult publications—sold on a cost recovery basis. Includes books, records, and cassette tapes.
- c) Television schedules
- issued each month. Include short program descriptions and indicate educational levels and availability of support materials. Public subscriptions \$3.00 per year.
- 4) Utilization consulting service
- consultants travel across the province with a conference van and equipment to encourage educators and the public of all ages to get the most value from the media and materials.
 - a) All day and half-day simulation games and workshops.
 - b) Assistance in the effective simulation use of television programs.
 - c) Advice in using TV equipment as an aid to learning and communication.
 - d) The OECA also operates a television production workshop van which is a mobile unit available year-round for full-scale education workshops and seminars throughout Ontario. Four-day television production workshops are offered to students and adults in which five-minute educational programs are created, produced and video-taped by the participants.

Contact:

The Superintendent of Utilization
OECA, Canada Square
2180 Yonge Street
Toronto M4S 2C1, Ontario

Five Regional Councils have been set up across the province to advise the Authority on its policies and operations. Fifteen elected members make up each Council and are representative of all sections of the community.

The Regional Councils inform the Board of Directors of the Authority on matters of regional concern in learning, social development, and technology that come to their attention. They also make proposals for television programs that most accurately reflect their Regional learning needs.

The Regional Councils *want* citizen feedback within their regions so that concerns of these citizens in matters of learning and technology can be conveyed to the O.E.C.A.

To contact the Regional Council in your area write:

The Superintendent of Regional Liaison
O.E.C.A.
Canada Square
2180 Yonge Street
Toronto M4S 2C1, Ontario

(8) ONTARIO SCIENCE CENTRE

The Ontario Science Centre *does not* provide grants for any purpose. They do, however, have the following resources available:

1. Speakers
2. Films

3. Consultants on science projects or science information seminars
4. Meeting rooms available on a rental basis, but are FREE to groups in the educational field

Contact:

Centennial Centre of Science and Technology
770 Don Mills Road
Don Mills, Ontario
429-4100

(9) STUDENT AWARDS BRANCH

Financial assistance is available from the Student Awards Branch to students enrolled in full-time post-secondary programs in Ontario. The assistance can range from \$50 to \$2,000 or more per year of study, depending on the income of the student's family. Money is granted to students on the basis of assessed need and is a combination of loan and grant.

Contact:

Student Awards Branch
Ministry of Colleges and Universities
Mowat Block
Queen's Park
Toronto
965-5241

C. Ministry of Community and Social Services

(1) CHILDREN'S AND YOUTH INSTITUTIONS BRANCH

Supervises institutions which care for homeless and handicapped children and young people with a variety of problems, retarded persons, unmarried mothers and children with acute personal problems who are unable to live at home.

Type of group eligible:

—Non-profit corporations in Ontario

Program areas include:

—Residential care for children and young people

Funding basis:

- 1) Capital grants when a residence is constructed or purchased.
- 2) Operating grants on a monthly basis following approval.

Restrictions imposed on grants:

—Financial assistance is subject to the approval of the sponsoring organization and the home by the Cabinet and to the service meeting the requirements of the legislation under which it is approved.

Other resources available:

- a) Consultants to advise groups regarding establishment of residence facilities.
- b) Information or educational materials.

These resources are available to approved homes and also to groups or individuals planning to establish homes.

Procedure for grants application:

- 1) Formal application is made through Children's and Youth Institutions Branch, Hepburn Block, Queen's Park, Toronto 182. 965-1818.
- 2) Contact Mr. E. Magder, Director
- 3) Application should be made as soon as group decides to establish service.

Time required to process application:

—Institutions—2 to 3 years.

This branch is also responsible for ongoing supervision of approved homes in accordance with the requirements of the legislation.

(2) CITIZENSHIP BRANCH

The Branch is responsible for the reception and integration of immigrants and migrants to Ontario and for the development of programs to promote relationships between cultural communities in Ontario.

Type of group eligible:

Cultural communities and organizations providing services to newcomers to Ontario.

Restrictions imposed on grants:

- 1) Grants are non-recurring.
- 2) Grants will more and more become an extension of Field Services staff and will be related to their activities.
- 3) Not formally accountable but encouraged to maintain contact with Branch.

Other resources available:

Resources available under two categories:

a) Newcomer Integration

- 1) Orientation seminars in local neighbourhoods — discuss education, employment, social welfare services, banking, etc. Films, speakers, consultants available for these services.
- 2) Reception services — set up at major ports of entry providing newcomers with "welcome kits". Services are also set at the community level in co-operation with voluntary groups across the province.
- 3) Language and citizenship training — educational material and advisory service available free for language classes for adults except those courses offered commercially.
- 4) Seminars for teacher training in language and citizenship provided on request.
- 5) Directory of all known English classes for adult newcomers in Ontario.
- 6) Language and orientation programs for mothers with preschool children.

b) Intergroup Development

Assistance is given to groups who share the following concerns and goals.

- 1) Encouraging interaction and communication among diverse cultural groups in Ontario.
- 2) Improving communications between cultural groups and government.
- 3) Research on relationships, attitudes, values and aspirations of all groups, and on ways of increasing interchange among all residents of Ontario.

Annual grants budget:

\$100,000

—\$60,000 Newcomer Integration

—\$40,000 Intergroup Development

Examples of projects:

- 1) La Chasse Galerie — \$2,000 to assist in the reception and orientation of French-speaking newcomers to Ontario.
- 2) Ethnic Referral Centre — Thunder Bay.— \$4,320 to provide multilingual services and referrals for immigrants.

Procedure for grants application:

- 1) No formal application necessary.
- 2) Brief should be presented giving indication of nature and purpose of organization community support, budget, other sources of assistance.

- 3) Applications should be made anytime during year, but preferably:

- a) well before funds needed
- b) early in fiscal year.

Time required to process grant:

—3 months

Contact:

- 1) Citizenship Branch
Ministry of Community and Social Services
400 University Avenue
Toronto, Ontario
- 2) Field Offices:

221 Bay Street Thunder Bay Ontario 345-6891	717 Ouellette Windsor Ontario 252-1191
20 Hughson St. S. Suite 501 Hamilton Ontario 527-4553	1 Nicholas St. Room 1116 Ottawa Ontario 236-2391

(3) COMMUNITY CENTRES SECTION**Community Centres Act**

This Act provides for provincial assistance to municipalities (under 25,000 population), Indian Bands or school boards (in certain cases), for the construction of community centres. Included in this definition are community halls, athletic fields, skating arenas, outdoor skating rinks and indoor or outdoor swimming pools. The maximum grant available is the lesser of 25% of the cost or:

- \$10,000.00 for a community hall, athletic field, skating arena or outdoor skating rink
- \$15,000.00 for an indoor or outdoor swimming pool
- \$20,000.00 for a combined community hall and skating arena
- \$25,000.00 for a combined community hall and swimming pool

Two or more municipalities may construct a centre jointly. The maximum grant available to each is based on 25% of the amount each contributes, up to the above maximums.

Although voluntary agencies do not qualify for these grants, they can greatly assist the municipality in qualifying for a grant by co-operating with their municipal council in developing plans for such facilities.

These centres must be the property of a municipality, Indian Band, or school board and controlled, managed and maintained by a community centre board appointed annually. Such centres may not be sold or disposed of within 20 years of construction without the approval of the Minister of Community and Social Services.

The project should be approved before construction begins.

Contact:

Executive Officer
Community Centres Section
Community Services Division
Ministry of Community and Social Services
400 University Avenue
Toronto, Ontario

(4) COMMUNITY DEVELOPMENT BRANCH

The primary objective is to promote, facilitate and ensure increased and effective citizen involvement in institutional decision-making and institutional change related to the self-fulfillment of individuals and the well being of their communities. Services are offered to both the public and private sector and include citizen and community groups, as well as other Ministries of government and private service agencies.

The Branch is divided into two sections

- 1) Field Services Section
- 2) Consulting Service Section

Through these two sections the Branch offers three major types of assistance and they are linked one to the other.

1) Consultative Assistance:

Professional staff trained in public participation and the process of community involvement and self-help.

2) Materials Assistance:

Production and distribution of handbooks, guides, directories, film, & VTR, related to the how, what, who and why of public participation, self-help and community involvement. Assistance through Field Officers for small mailing, copying, stationery needs, on a non-recurring basis.

3) Financial Assistance:

Available as a supplement to the above (only to community groups and private sector). Grants average between \$500 and \$1,000. Approximately \$80,000 is available for this purpose. Groups must meet criteria established to receive non-recurring grants.

Eligibility for Branch services:

Any individual, group, agency or government ministry located within the Province of Ontario.

Examples of recent projects:

1) Ontario Anti-Poverty Organization (O.A.P.O.)

Intensive consulting staff services were provided as well as \$12,000 in financial assistance. This financial figure is high, taking into consideration the average but exception was made because O.A.P.O. is a provincial organization where the delegates to a convention were selected on a province-wide basis.

2) Ford Ferndale Citizens Organization

A citizens' group in Windsor attempting to improve quality of life in a defined geographical area received limited consultative services from staff during first year of operation and \$500.00 financial assistance to improve communications i.e. flyers, newsletters, office supplies, postage and telephone.

Other Resources:

A number of publications, pamphlets and films are available free of charge to groups and agencies. *Publications are available in both French and English.*

Contact:

Community Development Branch
Ministry of Community and Social Services
400 University Avenue
Toronto M5G 1S5, Ontario
965-6621

or

Branch Field Offices at the following locations:

St. Catharines: Mr. Terry Johnston
Box 176
St. Catharines, Ontario
685-8423

Windsor:

Mr. Ray Mahoney
717 Ouellette Avenue
Windsor 14, Ontario
252-1191

Toronto:

Mr. Frank Cserepy
24th Floor
400 University Avenue
Toronto M5G 1S5
965-6621

Ottawa:

Ms. Lise Lavoie
Suite 1116
1 Nicholas Street
Ottawa K1N 7B6
236-2391

or

any Regional Office of the Ministry of Community and Social Services. (Look under "Government" in your phone book).

(5) DAY NURSERIES BRANCH

This Branch is the licensing body for Day Nurseries (nursery schools and day care centres) in the Province of Ontario. It also gives subsidies to municipalities, Indian Bands and approved associations for the mentally retarded.

Program areas include:

- 1) Subsidies for capital or renovation to municipalities, Indian Bands or approved associations for the retarded. Pays 50% of capital costs.
- 2) Subsidies for day care to municipalities, Indian Bands or associations for the retarded.
- 3) Bursaries.
- 4) Subsidies to municipalities to provide fee for service for families in need of private day care. Pays 80% of costs.

Type of groups eligible:

Municipalities, Indian Bands, approved associations for the retarded, incorporated organizations such as Association for Early Childhood Education, Ontario, and individuals (bursaries).

Restrictions imposed on grants:

- 1) Day nursery must fulfill requirements of the Day Nurseries Act. (Standards cover physical facilities, equipment, staffing).
- 2) Day nursery must comply with regulations of municipality concerning health, fire and building.

Other resources available:

(To the public, as well as grant recipients).

Speakers for teacher training, one film, direct professional assistance such as consultant architect, free educational leaflets on nurseries and day care.

Examples of projects:

- 1) Bursaries to train Early Childhood Education staff in non-profit nurseries — \$8,000 per year.
- 2) Correspondence Course Bursaries for staff for retarded nurseries — \$10,000 per year.
- 3) Project Day Care — 1972 — winter works project gave 100% capital grants to municipalities and Indian Bands — \$10 million.
- 4) "Summer '71, Summer '72" — placement of high school graduates in day nurseries as summer employment — \$8,000 per year.
- 5) AECEO — to promote training and certification for ECE personnel — \$5,000 per year.

Procedure for grants application:

Apply to

Ontario Ministry of Community and Social Services
Day Nurseries Branch
7th Floor Hepburn Block
Toronto 182, Ontario

Contact:

Financial Officer—Mr. John Heywood
Bursaries—Mrs. Ruth Wagg

(6) FAMILY BENEFITS BRANCH

This Branch is responsible for administering the Family Benefits Act; legislation enacted to provide financial assistance to individuals and families likely to require aid for a prolonged period of time. The Branch receives and processes all applications which are completed by staff of the **Regional Offices of the Ministry**. For addresses of Regional Offices of the Ministry see list under Regional Administration Section (see page 32). The cost of this program is shared with the Federal Government under the Canada Assistance Plan.

Provided their income does not meet their requirements, and their liquid assets (ownership of a home in which one lives is not considered a liquid asset) are within the prescribed limits, those eligible for assistance include:

- 1) Persons over 65 not receiving a Federal Old Age Security Pension.
- 2) The wife of a man receiving an Old Age Security pension if she is at least 60 years of age.
- 3) A woman between 60 and 65 who is widowed, unmarried, divorced or separated.
- 4) A person at least 18 years of age who is a blind, nearblind or has a major physical or mental impairment.
- 5) A mother of dependent children who is unmarried, widowed, divorced, or has been deserted by her husband.
- 6) A father with dependent children who is permanently unemployable whether his wife is at home or absent.

Assistance given where need is demonstrated includes:

- 1) A maintenance allowance to cover basic living requirements.
- 2) Free medical and hospital insurance and dental care where necessary.

Other resources:

A pamphlet entitled *Your Family Benefits Handbook* is free to all who wish to read a simplified and clear explanation of who is eligible to receive family benefits. This can be obtained by contacting the Regional Offices or writing:

Director
Family Benefits Branch
4th Floor, Hepburn Block
900 Bay Street
965-2648

(7) FINANCIAL CONSULTING SERVICES BRANCH

Provides resources such as speakers, consultants, direct professional assistance and educational materials or information to municipalities, corporations or agencies who receive or are about to receive continuing financial support from the Ministry.

(8) HOMES FOR THE AGED — OFFICE ON AGING BRANCH

This Branch is responsible for the Province's program of care and services to the aged. As the scope of the whole field of aging expands, so do the programs administered by this Branch.

Services of this branch:

Homes for the Aged, Senior Citizens' Day Care Centres, private home care facilities, Residents' Council participation, community outreach programs, pre-retirement education, senior volunteer services, and Ontario Senior Citizens' Week activities.

In addition the branch administers:

- 1) Group home programs for adult handicapped and blind persons.
- 2) Halfway house programs for ex-offenders and alcoholics. (Refer to Vocational Rehabilitation Services, and Section 3 Ministry of Health.)

This branch administers the Provincial Homes for the Aged which operate under the jurisdiction of the—

- 1) Homes for the Aged and Rest Homes Act, and
- 2) Charitable Institutions Act as it relates to the elderly and certain other adult facilities.

These Acts provide for:

(A) Municipal Homes for the Aged

All counties, cities, and separated towns in organized areas, according to the legislation must have Homes for the Aged or an agreement with a municipality that has such a home to provide the necessary care for its elderly people. Persons eligible for admission include those 60 years of age and over, unable to care for themselves; those who are mentally impaired, but not eligible for admission to a psychiatric facility; or a person under 60 who cannot be cared for elsewhere. The latter category for admission to a home is determined at the discretion of the Minister. In municipalities, the Province pays 50 percent of the capital costs of building, expanding and equipping homes, as well as approved ongoing capital expenditures, and 70 percent of operating costs. Extended Care Services may be allowed in Municipal Homes and are financed by this Ministry directly. The Province in turn is reimbursed for 50 percent of its major expenditures by the Federal Government.

In unorganized areas the provincial contribution is 100 percent of the relevant costs.

Increasingly under this Act emphasis is being placed on reactivation and community outreach programs such as vacation care, meals-on-wheels (or wheels-to-meals), etc.

Private (foster) home-care is a satellite service provided through the local Homes for the Aged whereby Senior Citizens may receive the benefits of the Home while boarding in the community.

(B) Voluntary non-profit Homes for the Aged operated by charitable organizations, service clubs, fraternal orders, ethnic and religious organizations.

The Province may pay up to \$5,000 per bed towards the construction of these homes or \$1,200 per bed to acquire such facilities, and 80 percent of net operating and maintenance costs up to a maximum of \$9.00 per resident per day. Except for persons eligible for Extended Care Services (who are supported directly by this Ministry), a resident would normally pay according to his/her means.

The Branch also administers—

The Elderly Persons Centres Act.

Under this Act the Province may also provide subsidies to approved corporations of 30 percent of the approved cost of building, extending, acquiring or altering a building or premises for use as a social, recreational senior citizens' day care or drop-in centre, including the cost of land, furnishings and equipment.

Such corporations should receive at least 20 percent of the approved cost from the municipality where the buildings or premises are situated and must obtain prior approval for all plans and their proposed program from the Ministry of Community and Social Services. Consultative services in the areas of recreation, crafts and activities, finance administration, architecture, nutrition, and health care are available through the Branch to all Homes and Centres.

The Branch co-operates fully with a number of other branches, ministries and government agencies, as well as concerned Senior Citizens groups, voluntary and professional associations.

Contact:

Homes for the Aged—Office on Aging Branch
Ministry of Community and Social Services
5th Floor, Hepburn Block
Queen's Park
Toronto M7A 1G7, Ontario
965-5103

(9) INDIAN COMMUNITY BRANCH

The main objective of this Branch is to assist Ontario's native people to achieve increasing social, economic and cultural development of their communities. Using the community's members, assistance is provided in three areas.

1) Assisting local people and their leaders to manage their own affairs.

Trained workers, knowledgeable about the Indians' cultural heritage and current situation, act as resource officers to the community. They help establish liaison between Indian communities and outside agencies and organizations. Their work is primarily aimed at assisting local people and their leaders to manage their own affairs.

2) Co-ordination and information.

As the only Ontario government agency solely concerned with native people, the Branch acts as an information clearing house, through the Interministerial Committee on Native Affairs and a network of contacts. For example, a Business Management Advisory Services Pilot Project was undertaken jointly with the Federal Department of Indian Affairs in four remote Northern Ontario communities. It provided instruction in managing a small business. The Branch is also involved in interministerial task forces, whereby project teams respond to specific needs in Indian communities.

3) Project development and financial assistance.

The self-help process often centres around an economic need defined by the community, such as the purchase of a bulldozer or a cultural concern such as a research project regarding language and customs. The community resource officers help the community to evaluate the project, establish its requirements and secure the needed resources. Where necessary, the Branch provides assistance in the form of unconditional grants. The 1972-73 budget for Community Development projects was \$1,127,500. Financial aid is also given to projects operated by Indian Friendship Centres

and to native organizations such as the Union of Ontario Indians. The Grants budget in this area for 1972-73 was \$160,000.

Contact:

Indian Community Branch
Ministry of Community & Social Services
24th floor, 400 University Avenue
Toronto M7H 1H6
965-5003

Field Offices:

Besharah, Gary
221 Bay Street
Thunder Bay, Ontario
345-6570

Moore, J. E. A.
221 Bay Street
Thunder Bay, Ontario
456-6570

Burnet, R. J.
Box 613
Fort Frances, Ontario
274-9732

Ellis, David
Box 778
Geraldton, Ontario
854-0169

Fox, R. J.
20 Main Street, South
Kenora, Ontario
468-5568

Seymour, Peter
20 Main Street, South
Kenora, Ontario
468-5568

Sullivan, Ralph
Box 370
Dryden, Ontario
223-6983

Perkins, Jeffery
Box 160
Moosonee, Ontario
336-2644

Noganosh, Marshall
97 Neywash Street
Orillia, Ontario
325-6971

Sexsmith, J. R.
100 Wellington Sq.
Suite 121
Brantford, N3T 2M3
752-4283

Tschirky, J. A.
185 Cedar Street
Sudbury, Ontario
674-2840

Vincett, John
Box 234
Red Lake, Ontario
727-2055

Willis, Charlie
Box 550
Sault Ste. Marie
254-1060

(10) LEGAL AID ASSESSMENT BRANCH

This branch is responsible for determining eligibility on the basis of need for legal aid assistance and reports to the Legal Aid Director whether or not an applicant can pay none of, some part of, or all of the cost of Legal Aid applied for.

Contact:

Legal Aid Assessment Branch
Ministry of Community and Social Services
110 Eglinton Avenue West
Toronto, Ontario
965-4831

(11) MUNICIPAL WELFARE ADMINISTRATION BRANCH

This branch administers the General Welfare Assistance Act, Homemakers and Nurses Services Act and the District Welfare Administration Boards Act. In this capacity it supervises the municipal administration of public assistance, assists and advises local authorities

in interpreting legislation and generally works closely with municipalities and Indian Bands to promote good administrative practice.

General Assistance is financial aid paid by municipalities or Indian Bands to heads of families or single persons in need, who are residents of the municipalities or reserves. Eligible persons who reside in areas without municipal organization are Provincial responsibility.

Supplementary Aid may be granted at the discretion of the municipality or Band to recipients of governmental benefits (i.e. Old Age Security, Family Benefits or allowance under the Vocational Rehabilitation Services Act) to meet excess shelter cost or extraordinary need.

Special Assistance may be granted at municipal discretion to pay for such items as prescribed drugs, surgical supplies and dressings, dental and optical services, prosthetic appliances, vocational training and retraining, travel and transportation, moving and funerals and burials.

Municipalities and Bands are subsidized 80% on payments of General Assistance and Supplementary Aid and 50% for Special Assistance.

Homemakers and Nurses Services. The intent of the Homemakers and Nurses Services Act is to preserve, maintain and strengthen family life during the temporary illness or absence of a mother, and to assist elderly, convalescent, handicapped, chronically ill or otherwise disabled persons to remain in or return to their own homes among familiar surroundings whenever possible. A municipality or council of a band may employ homemakers or registered nurses or contact with any person or organization to provide the necessary service on a fee-for-service agreement. The Province pays 80% of the cost of service provided to "persons in need".

(12) OFFICE OF THE ATHLETICS COMMISSIONER

Aid to Amateur Sports Organizations:

The purpose of this program is to encourage physical fitness and provide assistance to amateur minor sports leagues or organizations. The following assistance is provided to approved organizations:

1. New equipment to minor sports leagues and organizations, suitable for players from 8-18 years of age. Examples might be goal equipment for hockey, catching equipment for hard and soft ball, and assistance to track and field, lacrosse and others.
2. To Ontario governing sports-bodies, for crests, medals, trophies and plaques to individuals within their organizations winning Ontario Championships.
3. Financial assistance to Olympic Games, Commonwealth Games, etc., and on special occasions to the governing bodies in sport.

During the 1971-1972 year, 1,400 minor sports organizations were assisted.

The 1971-1972 budget for this program was:

Equipment	\$13,000
Financial	\$ 38,000
Awards	\$ 7,000

Other resources:

Printed material such as rules and regulations in sports, instructional pamphlets and score cards are made available free of charge, on request, to the general public.

NOT INCLUDED for donations: gymnasium equipment such as parallel bars, horses, mats and weights, personal equipment such as sweaters, socks, skates, shoulder pads and helmets, recreational equipment

such as horse shoes, pingpong and billiards or capital equipment such as time pieces, score boards, lighting equipment and wire fences.

Contact:

Prior to the playing season for the particular sport, the president or secretary of a minor sport organization should contact:

Ontario Athletics Commissioner
Ministry of Community and Social Services
400 University Avenue
Toronto, Ontario
965-4173

(13) RESEARCH AND PLANNING BRANCH

In the interest of effective development and use of social resources in the Province of Ontario, the Ministry through this Branch provides research and demonstration grants which may be used to foster the development and evaluation of social service programs and delivery systems. These grants are intended to be supportive in nature, with the expectation that substantial commitment of resources should be provided by the local community.

Areas of interest:

Projects which demonstrate new social services, innovative delivery systems, needed surveys and research study designs, adapting an operational program to a new setting etc.

Type of group eligible:

Projects may be conducted by private or public agencies, voluntary groups or associations, municipal welfare departments, other welfare institutions, colleges and universities. Individuals wishing to apply should be associated with one of the above, and make application through it.

All the above must reside in the Province of Ontario.

Funding basis:

- 1) **Annual basis** ending March 31.
- 2) **Renewable basis:** projects which will require financing beyond the twelve month period ending March 31, should submit an application for renewal of the grant on or before February 1. Renewable forms are available at the Branch.

Restrictions imposed on grants:

- 1) Progress reports
- 2) Expenditure statements, subject to audit
- 3) Research contracts

Examples of projects:

- 1) Sophie Boyd Home Base Inc. — a non-residential centre for former CAS wards
1970-71—\$ 6,000
1971-72—\$13,825
1972-73—\$20,125
- 2) Family Life Centre, Markham: a community organized and operated counselling service
1970-71—\$ 7,000
1971-72—\$16,500
- 3) Early Childhood Development: a research experiment in two approaches to infant care. A five year project costing \$70,000 annually.
- 4) Study on Aging: study of communication patterns among aging in Niagara Falls.
1972-73—\$ 9,200

Other resources available:

Consultants and direct professional assistance.

Procedure for grants application:

- 1) A formal application is necessary

- 2) Applications can be made anytime
- 3) It takes a minimum of 3 months to process an application

Contact:

Director
Research and Planning Branch
Ministry of Community and Social Services
6th Floor Hepburn Block
80 Grosvenor Street
Toronto 182
965-5088

Kingston Regional Office
797 Princess Street
Box 970
Kingston, Ontario
544-6206

Toronto Regional Office
110 Eglinton West
Toronto, Ontario
487-4392

North Bay Regional Office
222 McIntyre St. W.
Box 327
North Bay, Ontario
474-3540

Kirkland Lake Regional Office
44 Prospect Avenue
Box 398
Kirkland Lake, Ontario
567-3391

Keewatin Regional Office
104 Government Road
Box 429
Keewatin, Ontario
547-2801

Renfrew Regional Office
315 Raglan St. South
Renfrew, Ontario
432-4809

Wingham Regional Office
Box 510
Wingham, Ontario
357-3370

Barrie Regional Office
110 Dunlop Street
Box 218
Barrie, Ontario
726-8250

Belleville Regional Office
14 Bridge St. W., Box 816
Belleville, Ontario
968-3506

Cornwall Regional Office
132 Second Street East
Box 1358
Cornwall, Ontario
932-3381

Ottawa Regional Office
2197 E. Riverside Drive
Ottawa, Ontario
737-5520

Sudbury Regional Office
127 Cedar Street
Drawer 1120
Sudbury, Ontario
674-3151, ext. 271

(14) REGIONAL ADMINISTRATION

This Branch provides a network of Regional Offices throughout Ontario to ensure that the public has ready access to the Ministry's services. Services provided from these offices include:

- 1) Accepting applications for family benefits, residual allowances, general welfare assistance, legal aid assistance.
- 2) Provision of counselling and assistance for recipients of Family Benefits allowance who require supporting social services to handle a variety of problems in living, for example, mental and family troubles, housing, children's behaviour, loneliness, depression, budgeting, household management, health, legal, employment, household furniture and equipment, etc.
- 3) Vocational rehabilitation services for the handicapped.

In addition, other branches of the Ministry have staff members to deal with agencies and clients utilizing their services.

For assistance under any program of the Ministry, contact the nearest regional office as listed below. If the Ministry is not listed under Ontario Government in your telephone directory, you may obtain the address of the nearest office by contacting Communications Branch, Ministry of Community and Social Services, Hepburn Block, Queen's Park, Toronto 182, Ontario.

Regional offices are as follows:

Chatham Regional Office
48 Fifth Street, Box 685
Chatham, Ontario
352-5040

London Regional Office
764 Dundas Street E.
London, Ontario
438-5111

Hamilton Regional Office
135 James St. South
Suite 525, Box 870
Hamilton, Ontario
528-9884

Waterloo Regional Office
5th Floor, Waterloo Square
75 King Street South
Waterloo, Ontario
579-3130

Lindsay Regional Office
Ontario Government Building
Lindsay, Ontario
324-6121, ext. 51

Sault Ste. Marie Regional Office
123 March Street
Box 68
Sault Ste. Marie, Ontario
256-5666

Thunder Bay Regional Office
1111 Victoria Avenue
Thunder Bay, Ontario
622-3934

St. Catharines Regional Office
15 Church Street, Box 176
St. Catharines, Ontario
685-8423

Owen Sound Regional Office
347 Ninth Street East
Owen Sound, Ontario
376-1951

Simcoe Regional Office
Norfolk County Building
R.R. 1, Box 601
Simcoe, Ontario
426-9350

Windsor Regional Office
374 Ouellette Avenue
Windsor, Ontario
254-9231

(15) SOCIAL SERVICES CONSULTING BRANCH

Provides consultation to regional offices of the Ministry and to local government welfare departments with respect to all aspects of social service programs for their clients. Home Economists from the Branch provide food services consultation for institutions with programs which fall under the aegis of legislation administered by the Ministry, e.g., Homes for the Aged, Day Nurseries.

The Branch is also responsible for the administration of the Government's Credit/Debt Counselling Program. Where the need for such a program is clearly demonstrated, the Ministry will consider providing a cost-sharing subsidy to a community-based organization which is qualified to provide it.

Contact:

Mr. J. W. Spence, Director
Social Services Consulting Branch
5th Floor, Hepburn Block
Queen's Park
Toronto, Ontario M7A 1G9
965-6629

or the Regional Offices listed above under Regional Administration.

(16) SOLDIERS AID COMMISSION

This Commission provides emergency assistance to eligible war veterans and/or their dependents who are in need. Those eligible include veterans who saw active service in World Wars I and II and Korea. Financial distress must be proved. Assistance is in the form of non-recurring grants.

Contact:

Soldiers Aid Commission
Ministry of Community and Social Services
204 Richmond Street West
Toronto, Ontario

or

The closest branch of Department of Veterans' Affairs, or Royal Canadian Legion.

(17) VOCATIONAL REHABILITATION SERVICES BRANCH

This Branch carries out a program of vocational counselling, assessment and training for mentally and physically handicapped adults through a shared cost program with the Federal Government.

Services include:

- 1) Medical, social and vocational assessment to determine the degree to which the person is handicapped and the possibility of his becoming self supporting.
- 2) Appliances such as artificial limbs, aids, etc., to enable a person to function at his maximum potential from a physical point of view.
- 3) Counselling those being rehabilitated to help them set realistic goals and achieve them.
- 4) Vocational training at an appropriate level, including work adjustment training and on-the-job training.
- 5) Employment placement.
- 6) Provision of necessary business and occupational tools, equipment, supplies and licenses necessary to establish the person in a particular business trade.
- 7) Provision for maintenance allowance (living expenses), health costs and transportation expenses during the various stages of the Vocational Rehabilitation process.

Other resources:

This Branch also provides subsidies to approved non-profit organizations towards the capital and operating costs of sheltered workshops exclusively employing the handicapped in Ontario.

For example:

1) Capital Grants

(a) CAPITAL BUILDING AND LAND GRANTS — currently the lesser of 25% of the costs of construction, alteration or acquisition or \$3.75 per square foot. Applicants must notify the Branch **at the earliest possible planning stage** so that priorities and funds can be assigned and assistance given in tailoring the building to the program.

(b) CAPITAL EQUIPMENT GRANTS — currently equal to 25% of the cost of equipment necessary for workshop operation.

2) Operating Grants

Organizations operating sheltered workshops can claim a monthly grant of up to \$40 for each handicapped person employed.

Contact:

Mr. H. Sohn, Director
Vocational Rehabilitation Services Branch
Ministry of Community and Social Services
Room 470 S.W., Hepburn Block
Queen's Park, Toronto, Ontario

(18) YOUTH AND RECREATION BRANCH

The main focus of this Branch is to help citizens define and meet their leisure time needs. The Branch does this in two broad areas.

- 1) Recreation
- 2) Informal education and leadership training. The branch is organized into the Community Programs (field) and the Recreation Programs (specialist).

Program areas include:

- 1) **Cultural Unit**—arts, crafts, drama.
- 2) **Leadership Unit** — consultants assist communities and organizations to develop training for leaders and volunteers and operates 3-year Leadership Program.
- 3) **Physical Recreation Unit** — deals with 54 provincial sports governing bodies, organizations offering non-profit camping.
- 4) **Special Services Unit**—Therapeutic recreation, outdoor recreation, youth programming consultants, etc.

Type of group eligible:

- 1) Municipalities within Ontario.
- 2) Ontario Provincial Organizations offering recreation or adult education programs.

Grants program:

- 1) The Branch makes annual legislative grants to municipalities for municipal recreation programs conducted locally. The amount of each grant is based on municipal recreation expenditure for leadership and program in the previous year in accordance with the Ontario regulation governing programs of recreation.
- 2) On the basis of numbers of campers enrolled for stipulated camp periods, grants are made to agencies that conduct non-profit camp programs.
- 3) Grants are made to Ontario sport-governing bodies for program improvement and up-grading of athletics, as well as for organizational development. These organizations together comprise Sport Ontario.
- 4) A special Youth-in-Action Program provides for assistance on a cost-share basis for municipalities, school boards or established agencies, for new and innovative programs that involve young people in useful community activities. Assistance for leadership training projects may also be cost-shared through an established authority such as a municipal council or college.

Restrictions imposed on grants:

Agreements as to responsibilities of the recipient in the operation of the program.

Examples of projects:

In 1972 legislative grants were given to over 500 Ontario municipalities totalling approximately \$1,400,000. Grants of approximately \$195,000 to 54 sport governing bodies for program development, and \$138,000 for administrative improvement. Theatre Ontario received grants for three projects totalling over \$40,000.

Procedure for grants application:

Formal application is necessary and is made to the Youth & Recreation Consultant in the following regional offices:

NORTHWEST

District of Thunder Bay and isolated communities in Patricia
10 Water Street
Thunder Bay, 344-9601

Districts of Kenora, Rainy River and southern Patricia
18 King Street
Dryden, 223-2271

NORTH

Districts of Algoma, Sudbury, Manitoulin
1349 Lasalle Blvd.
Sudbury, 566-3480

District of Muskoka, Temiskaming, Parry Sound, Nipissing and Cochrane
Transportation and Communications Bldg.
McKeown Avenue
P.O. Box 3020
North Bay, 474-7210

WEST (CENTRAL)

Counties of Middlesex, Elgin, Kent, Essex, Lambton and Huron
1-759 Hyde Park Road
London N6H 3S6, 472-1440

Counties of Waterloo, Perth, Wellington, Oxford and Brant
279 Weber St. North
Waterloo, N2J 3J1, 885-0445

Counties of Grey and Bruce
374 Seventh Avenue
Hanover N4N 2H9, 364-1626

CENTRAL

Counties of Lincoln, Haldimand, Norfolk, Welland and Wentworth
15 Church St., Suite 402, Box 906
St. Catharines, 684-1123

Counties of Dufferin, Haliburton, Halton, Ontario, Peel, Simcoe, Victoria, York, City of Toronto, Boroughs of East York, Etobicoke, North York, Scarborough, York
Heron's Hill Bldg., Suite 3201
2025 Sheppard Ave. E.
Willowdale, M2J 1W4, 491-0330

EAST

Counties of Durham, Hastings, Northumberland, Peterborough, Prince Edward
220 Dundas Street East
Belleville, K8N 1E3, 968-9800

Counties of Carleton, Dundas, Frontenac, Glengarry, Grenville, Lanark, Leeds, Lennox and Addington, Prescott, Renfrew, Russell, Stormont
Room 1116, Rideau Trust Bldg.
1 Nicholas Street
Ottawa K1N 7B7, 722-6534

Other resources available:

Resource people, films, consultants, resource library, drama library and audio visual materials for loan to groups.

YOU CAN APPEAL — BOARD OF REVIEW

If you are receiving

- A. Family Benefits (provincial assistance)
- B. Vocational Rehabilitation Services (provincial)
- C. General Assistance (a municipal allowance often called "welfare")

and feel you are not getting what you are entitled to from these assistance programs you may:

I. Appeal to the Director (for Family Benefits or Vocational Rehabilitation Services) by writing within 10 days of receiving a written "letter of intent" to refuse, cancel or reduce allowance to:

- a) Director, Family Benefits Branch
Ministry of Community and Social Services
4th floor, Hepburn Block
Queen's Park, Toronto, Ontario
- b) Director, Vocational Rehabilitation Services Branch
(same address as above)

OR

Request to reconsider (for General Assistance)

You may ask your Welfare Administrator to reconsider.

II. Appeal to the Board of Review — if you consider a Director's or a Welfare Administrator's decision incorrect, you can appeal to the Board of Review within 30 days after receiving notice of the decision.

Appeal Forms (Form 6) may be obtained from your field worker, case worker, counsellor, welfare worker, or write:

The Chairman
Board of Review
Ministry of Community and Social Services
Room M1-56
Queen's Park, Toronto, Ontario

III. Appeal to the Court — if you feel the Board's decision is incorrect, you can appeal to the Supreme Court of Ontario. You should see a lawyer if you wish to do this. If you cannot afford the cost of legal services, you should see the local Director of Legal Aid. For further information write or call the nearest Regional Office of the Ontario Ministry of Community and Social Services.

D. Ministry of Consumer and Commercial Relations

REGISTRAR GENERAL

From 1869, this office has recorded all births, marriages, deaths, divorces, adoptions and changes of name occurring in Ontario.

For any of these documents, write to the Registrar General and include a cheque or money order for \$3.00 for each certificate, payable to the Treasurer of Ontario. You should allow 10 days for delivery.

Upon receipt of the birth registration of a child born in Ontario, the Registrar General will issue an acknowledgement of births form free of charge, which the parent should retain, since this acknowledgement of birth is useful when entering the child into school.

Contact:

Office of the Registrar General
Ministry of Consumer and Commercial Relations
Macdonald Block
Queen's Park
Toronto, Ontario

E. Ministry of Education

(1) COMMUNITY SCHOOL SERVICE; CURRICULUM SERVICES BRANCH

This service has been established to provide assistance to boards of education, their officials, principals and teachers, and municipal authorities, in the development of community school programs and the community education concept.

The service has two components: that of the Toronto or head office of the Ministry's Curriculum Services Branch, and that of the regional offices of the Ministry. Consultative assistance is available to those attempting to establish, operate or increase their information related to community schools. As a result of the recent establishment of this service, policies are still in the developmental stage.

Contact:

The Community School Service
Curriculum Services Branch
16th Floor, Mowat Block
Queen's Park
Toronto M7A 1M6, Ontario

(2) EDUCATIONAL EXCHANGE AND SPECIAL PROJECTS BRANCH CULTURAL AND EDUCATIONAL EXCHANGE PROGRAM

This program has been established to promote and encourage, through grants and subsidies, educational projects and activities involving interprovincial and/or international exchange, and to provide opportunities for cultural experience.

Type of group eligible:

Grants are made to organizations based in all provinces and countries — if they are engaged in an exchange program of a cultural or educational nature with Ontario. No grants are made to individuals.

Restrictions imposed on grants:

- 1) Requests are judged on their cultural or educational value
- 2) Requests are judged on the suitability of the exchange program in terms of subject content
- 3) Requests are judged on the age range of the group
- 4) Requests are judged on the financial viability and responsibility of the group
- 5) Group must furnish proof of effort, participation and financial involvement in the program when applicable

Annual budget: 1971-72 was \$353,000

Examples of projects:

- 1) Experiment in International Living
- 2) Les Grands Ballets Canadiens
- 3) Le Tréteau de Paris
- 4) Stratford Childrens Theatre
- 5) Toronto Dance Theatre
- 6) Canadian University Services Overseas
- 7) Projects recommended by the Ontario Quebec Permanent Commission (see page 44).

Other resources available:

Assistance is also offered in the organization of exhibits, theatre tours and film festivals involving the element of cultural exchange.

Contact:

Applications or further information submitted to:

Co-ordinator
Cultural and Educational Exchange Program
Ministry of Education
Mowat Block
Queen's Park
Toronto M7A 1L5, Ontario

Time required to process application: 6-8 weeks.

F. Ministry of the Environment

Responsible for maintaining and improving the quality of the natural environment in four areas of concern. Monies available are in the financial assistance form rather than grants.

(1) WATER MANAGEMENT

The Ministry protects existing water sources from all types of pollution. The program includes:

- A. Financial assistance to all municipalities for sewage and water treatment plants, both for building and operating.
- B. Industrial pollution control including technical assistance, advice in emergency situations and prosecution of offending industries.
- C. Analysis of water samples for bacterial content and research to improve the detection of such micro-organisms which may be injurious to humans or cause aesthetic problems.
- D. Cottage pollution control program encompassing a survey of facilities with appropriate action being taken if these facilities are unacceptable.

(2) AIR MANAGEMENT

Quality control of Ontario's air is carried out under various programs including:

- A. The conducting of air quality and meteorological studies and monitoring programs.
- B. The establishment of acceptable air quality levels.
- C. The inspection and regulation of all sources of air pollution, with the power to order, after investigation, the halting of the discharge of harmful emissions.
- D. The evaluation of proposed control installations.
- E. The measurement of air quality.

In addition special study groups are investigating heavy-metal and noise pollution.

(3) WASTE MANAGEMENT

Oversees methods of dealing with many forms of waste including:

- A. Municipal and industrial solid wastes.
 - B. Hazardous wastes such as radioactive waste.
 - C. Agricultural wastes and sewage sludge.
 - D. Litter.
 - E. Abandoned automobiles.
- All waste management systems and waste disposal sites come under the jurisdiction of the Ministry. These cannot be established, expanded or altered without approval.

(4) PESTICIDES CONTROL

This service ensures that the province can continue to enjoy the benefits of pesticide use by:

- A. A system of classification of pesticides.
- B. The licensing of the vendors and users of these products.
- C. The supplying of information and training of applicants for licensing examinations, and the conducting of those exams.
- D. The reporting on new technical developments in the pesticides field.

NOTE: These four areas are supported by Regional and District Offices across the province.

Resources available to the public:

Films, slides, advertisements in the media, displays and direct contact with schools and service groups from an ongoing educational and information program designed to make the public aware of pollution control.

Contact:

Ministry of the Environment
Information Services Branch
135 St. Clair Avenue West
Toronto 195, Ontario
965-1658

G. Ministry of Government Services

(1) CITIZENS' INQUIRY BRANCH

The C.I.B. is a central information and referral service for people having difficulty finding out about programs and services in the Ontario Government. The Branch will also endeavour to aid communication between the inquirer, his or her MPP, and the Ontario Government, by informing the MPP and the appropriate Ministry of a difficult situation or problem which the inquirer has with a government service or agency. The Branch is open from 8:30 a.m. to 6 p.m., Monday to Friday. **There is no fee for this service.**

Contact:

Main Floor
Macdonald Block
900 Bay Street at Wellesley
Toronto, Ontario
965-3535

(2) SPECIAL SERVICES BRANCH

A. LEGISLATIVE LIBRARY OF ONTARIO

The Legislative Library exists to provide service to Members of the Legislature and government researchers. Some parts of the collection are open to the public however. The Library is a depository for publications of the United States Federal Government and receives about 15,000 items annually. Anyone may use this collection for reference during normal government business hours 8:30 - 5:00.

A collection of current newspapers from Ontario centres is also maintained for the use of Members. The public is given reasonable access to these newspapers in the library's reading room as long as there is no conflict with the needs of the Members.

Contact:

Legislative Library of Ontario
3rd Floor, North Wing
Main Building, Queen's Park

B. PROTOCOL SERVICES

1) Protocol Services — General information concerning proper protocol procedures, including rules on flying and displaying flags, orders of precedence, usage of the Coat-of-Arms and other government symbols, styles of address, social and official etiquette, ceremonies, and related matters. **This service is available by contacting** The Chief of Protocol, Ministry of Government Services, Parliament Buildings, Queen's Park, Toronto; 965-5733.

2) Congratulatory Scrolls — These scrolls are sent to those citizens of Ontario who are celebrating their ninetieth or succeeding birthdays, fiftieth and succeeding wedding anniversaries; or are being honoured for outstanding service to the community, an act of heroism, or any other significant accomplishment in their field of endeavour. The same applies to organizations, municipalities, churches, etc., observing their special jubilees. Persons interested in having such scrolls prepared should **contact** their local Member of the Legislative Assembly of Ontario (M.P.P.).

3) Government Hospitality Fund — The Fund provides resources to host various hospitality functions — breakfasts, luncheons, coffee receptions, wine and cheese receptions, and dinners. On these occasions the Government of Ontario officially welcomes visitors from outside the Province who are attending national or international events being held in Ontario. **Requests for assistance should be directed in writing to:** The Minister of Government Services, Parliament Buildings, Queen's Park, Toronto.

C. TRANSLATION SERVICES

These services translate into English documents such as educational certificates and degrees, trades training certificates, work references and vital statistics, for immigrants to the province — **FREE OF CHARGE**. Personal documents such as mortgages, divorce papers, etc., are not included.

Those utilizing these services should either bring their documents to the Toronto office or send them by registered mail to avoid any possibility of loss. Documents are either picked up by Immigrant himself or returned to him by mail when translations are completed.

Contact:

Translation Services
Ministry of Government Services
3rd floor, Hearst Block
900 Bay Street
Toronto M7A 1P3, Ontario
965-2891

(3) PRINTING SERVICES BRANCH

Persons wishing to purchase copies of all Ontario Government publications and also such material as Royal Commissions, copies of Provincial Acts and Statutes, should contact:

Printing Services Branch
Ministry of Government Services
9th floor, Ferguson Block
Queen's Park, Toronto, Ontario
965-2051

These publications are on display and may be purchased at:

Ontario Government Bookstore
880 Bay Street
Toronto 181, Ontario
965-6015

H. Ministry of Health

(1) ALCOHOLISM AND DRUG ADDICTION RESEARCH FOUNDATION

A non-granting agency of The Province of Ontario which provides speakers, films, consultants, educational materials, direct clinical assistance, evaluation services, and other kinds of direct advice and assistance to individuals and agencies in the field of alcohol and drug dependence.

Contact:

Addiction Research Foundation
33 Russell Street
Toronto 4, Ontario

(2) COMMUNICATIONS BRANCH

This Branch is responsible for increasing public awareness and understanding of the Ontario Ministry of Health and all its aspects — public health, mental health and health insurance.

Other resources:

In addition to distributing pamphlets and periodicals concerning health, the Branch loans films to the public for viewing.

Contact:

Communications Branch
Ministry of Health
Queen's Park
Toronto, Ontario
965-5167

(3) GRANTS PROGRAMS

A variety of grants are given annually by various sections of the Ministry of Health. They are regarded as 'seed money' and do not imply a further or continuing commitment to fund.

Many elements of the Grants-in-Aid Program of the Alcoholism and Drug Addiction Research Foundation have now been correlated under an inter-ministry group called the Grants-in-Aid Alcohol and Drug Committee. Grants are provided for programs for the prevention and treatment of alcohol and drug-related problems. **Interested groups may apply to:**

The Secretary
Grants-in-Aid Alcohol and Drug Committee
Ministry of Health
Queen's Park
Toronto

Other grants are given for research and development related to universities and treatment hospitals, as well as for the support of community projects designed to demonstrate alternative methods of delivering health services.

Still other grants for innovations and resource developments related to the organization of health services and the provision and evaluation of health care may be obtained from the Ontario Health Resources Development Plan. Rigorous scientific evaluation is an essential pre-condition for such grants. **Additional information is contained in a health grants brochure which, along with application forms, can be obtained by writing:**

Provincial Research Grants
Research and Analysis Division
Ministry of Health
Queen's Park

The Ministry also offers grants to assist long term programs for the prevention and treatment of mental illness and the rehabilitation of patients. Mental health clinics, halfway houses, and rehabilitation centres are among those qualifying for such assistance. Grants are also available for nursery schools for emotionally or mentally disturbed children and centres for emotionally or mentally disturbed adults.

A few operating grants are made to established voluntary organizations such as the Canadian Hemophilia Society, Multiple Sclerosis Society of Canada, and the Ontario Division of the Canadian Arthritis and Rheumatism Society.

Through grants and guaranteed income schedules, doctors and dentists are encouraged to open practises in areas which have been designated as underserved in Ontario. Communities can apply for such a designation by the Ministry, and can seek advice on how to attract medical and dental professionals. **Application from communities, doctors or dentists should be addressed either to the Medical Officer or Dental Officer:**

Program for Underserved Areas

Ministry of Health

Queen's Park

Toronto

(4) MENTAL HEALTH

The Mental Health program in Ontario concentrates on the development of community resources for the care and treatment of the mentally ill and training for the retarded. An increasing number of mental health facilities are being established. Additionally, the Ministry provides support services for diagnosis, treatment and training through regional centres.

The Ministry directly administers facilities for the mentally retarded in Aurora, Cedar Springs, Cobourg, Edgar, London, Orillia, Palmerston, Picton, Smith Falls and Toronto. It also operates psychiatric hospitals in Brockville, Goderich, Hamilton, Kingston, London, Metro Toronto, North Bay, Owen Sound, Penetanguishene, South Porcupine, St. Thomas, Thunder Bay, Whitby, and Woodstock, as well as a regional centre for emotionally disturbed children and adolescents at Thistletown. In addition, many general hospitals provide psychiatric facilities which are subsidized by the province.

See also (3) Grants Programs—re: Mental Health Grants (see page 37).

(5) PUBLIC HEALTH

The role of this Division is to provide leadership and expertise in developing and maintaining the highest possible standard of health protection services throughout the Province of Ontario.

While most of the Ministry's public health services are not directly available to the citizen, they do give some indication of what is provided by local health agencies.

(a) Local Health Services Branch

For the most part, the staff of the Local Health Services Branch work with local health units to develop sound health programs at the community level.

(b) The Environmental Health Services Branch

Is responsible for minimizing health hazards associated with private water supply sources, food handling and storage, public swimming pools and radioactive substances.

(c) The Special Health Services Branch

Provides consulting services to health agencies, physicians and other government ministries in a wide variety of public health fields, including epidemiology, communicable disease control, maternal and child health and nutrition. It also operates the majority of chest clinics in Ontario where chest X-rays can be obtained free of charge.

(d) Laboratory Services Branch

Offers a complete support system for private doctors, medical officers of health and *private citizens* by analyzing human specimens and samples of milk, food and water. Swabs from dishes, glasses and cutlery in public eating and drinking establishments are examined for bacteria, and analysis is also made of drug components found in samples and patients' specimens. **Of particular interest to citizens may be the availability of free kits for testing private drinking water sources.** Any resident of the Province of Ontario can obtain such kits from this Branch or the local Medical Officer of Health and mail the specimen to the nearest Provincial Laboratory. There is *no charge* for the testing and report. Another free kit is available from the same sources for the temporary purification of individual supplies of camping water.

If you are not located close to a medical officer of health write:

Laboratory Services

Ministry of Health

Box 9000, Terminal A

Toronto 116, Ontario

Local Medical Officer of Health

Your Local Medical Officer of Health may be contacted by looking in your telephone directory under "Government". You should then find the city or county you are in and look for the number of Public Health—Information, Unit, Dept., or Board of Health.

Instead of contacting the Ministry of Health it is suggested that you ask your local Medical Officer of Health for information about:

Local control of communicable diseases

Health Education

Medical and dental programs in the school system

Maternal and child health care

Sanitary inspection of public places and privately rented accommodations

V.D. Treatment

Nutrition

Rabies reports and treatment

Antivenin treatment

For examination for venereal disease, consult your doctor for tests, or the nearest V.D. clinic. Under the clinic program, diagnosis and treatment are free and attempts are made to ensure that all sexual partners are examined for the disease. Every effort is made to insure that the identity of patients is kept confidential.

Grants are also provided to assist local Boards of Health with operating costs of special clinics for the treatment, examination, supervision and aftercare for persons infected with venereal disease and to private researchers attempting to discover and remove the causes of disease, prevent its transmission and increase human resistance to it.

(6) NURSING HOMES AND HOMES FOR SPECIAL CARE

The Ministry also licenses and inspects nursing homes and Homes for Special Care within the province. The 1972 introduction of new regulations to govern standards under the Nursing Homes Act has increased Ministry activity in this area. Citizens interested in obtaining information about the Act, and the related nursing home aspects of the Extended Health Care Benefits under the Ontario Health Insurance Plan —

Contact:

Chronic Care Section
Ministry of Health
Queen's Park
Toronto, Ontario

(7) RESEARCH AND PLANNING

The functions of the Branch include the promotion and co-ordination of health research and planning, conducting research and planning studies; compiling and evaluating health research planning, both to the Ministry and to external health related agencies, and the provision of an efficient library service related to the above.

(8) ONTARIO HEALTH INSURANCE PLAN

A brochure detailing the benefits available under this plan can be obtained by writing the Ministry of Health, Communications Branch, Hepburn Block, Queen's Park, Toronto, or the following OHIP offices:

Barrie

89 Dunlop St. E., 726-0326

Hamilton

25 Main St. W., 528-3481

Kenora

333 Second St. South, 468-9554

Kingston

274 Princess Street, 546-3811

Kitchener

68 King St. East, 745-7379, 745-7370, 745-7242

London

227 Queen Ave., 433-4561

Ottawa

75 Albert St., 7th Floor, Ottawa K1P 5E7, 237-9100

Peterborough

P.O. Box 275, Suite #204, 311 George St. N.
743-2140

St. Catharines

Room #3, 17 Wellington St.
682-6658, 682-6659

Sudbury

295 Bond St., 675-9111

Thunder Bay

200 South Syndicate Ave., 623-5131

Timmins

65 Third Ave., 267-1164

Toronto

Box 1700, Terminal "A", Toronto 116, 482-1111

Windsor

1427 Ouellette Ave., 258-7560

(9) OTHER ORGANIZATIONS OPERATING UNDER THE AEGIS OF THE MINISTRY INCLUDE:

Ontario Cancer Institute, 500 Sherbourne St., Toronto.
Ontario Cancer Treatment and Research Foundation,
7 Overlea Boulevard, Toronto.
Ontario Mental Health Foundation,
45 St. Clair Ave. W., Toronto.

I. Ministry of Industry and Tourism

(1) AUDIO-VISUAL BRANCH

For groups interested in viewing films on vacation spots and historic landmarks in Ontario, the Ministry of Industry and Tourism lends films *free of charge*, on request.

Bookings should be made 10 days to two weeks in advance and films must be returned on the date specified in the order.

For a folder on the films available

Contact:

Audio-Visual Branch
Ministry of Industry and Tourism
10th floor, Hearst Block
Queen's Park
Toronto, Ontario
965-5411

(2) TOURISM AND SERVICE INDUSTRIES DEVELOPMENT BRANCH, BUSINESS DEVELOPMENT DIVISION

This Branch seeks to increase the effectiveness of existing investment and resources in tourism and service enterprises throughout Ontario, and to encourage private investment in, and the development of new enterprises wherever productive opportunity exist.

Services offered by the Branch:

- 1) Provides evaluation of projects relating to tourism in co-operation with Ontario Development Corporation and ARDA (see page 23).
- 2) Administers a program of matching grants to 38 recognized Regional Tourist Councils in Ontario. (These Councils develop and promote the tourism industry and attractions within their boundaries). The maximum grant available to a recognized Council is \$7,500 provided the Council is able to raise at least \$7,500 through other sources. Details of eligibility are found in the Regulations under The Tourism Act.
- 3) Provides technical advice for potential investors on all aspects of new enterprises involved in tourism. This includes:
 - a) standards to be met
 - b) approvals to be obtained for new business operation
 - c) feasibility criteria
 - d) capital sources
 - e) market surveysThis is offered in conjunction with the Field Services Division of the Ministry.
- 4) The field offices of this Ministry offer advice and technical assistance to business and tourism enterprises to improve their effectiveness and profitability.

- 5) The Ministry operates eight year-round Ontario Travel Information Centres and a number of seasonal centres providing information on tourist accommodations and attractions to visitors (see list).
- 6) The Ministry investigates any complaints regarding tourist accommodations and facilities.

Note: Advice and technical information is also available to municipalities, community groups, chambers of commerce, undertaking tourist promotion and development programs.

Other resources such as films, speakers, etc: See Audio-Visual Branch, Communications Division.

Information regarding the Ministry's programs is available through Field Offices & Travel Information Centres, a list of which follows:

MIDWESTERN ONTARIO

Director

355 Ridout Street North
London N6A 2N8
433-6186

London

433-6186, 433-0892

Kitchener

305 King St. West
742-8301/2

Owen Sound

901 Third Ave. East, Box 485
376-3875

Sarnia

Ontario Travel Information Centre
Blue Water Bridge, Box 151
344-3841

Windsor

Ontario Travel Information Centre
110 Park St. East
252-9420

EASTERN ONTARIO

Director

1 Nicholas Street
11th Floor, Suite 1100
Ottawa K1N 7B7
237-6280

Ottawa

237-6280, 237-6299

Arnprior

146 John St. North, Box 308
623-3153

Lansdowne

1000 Islands Parkway
659-2323

Cornwall

Ontario Travel Information Centre
Brookdale Avenue
933-2420

Brockville

181 Hartley Street
345-0460

CENTRAL ONTARIO

Director

Box 488, Orillia
345-3176

Orillia

326-3176

Huntsville

15 Main Street E., Box 1410
789-4448

Peterborough

139 George St. North, Box 386
742-3459

Barrie

Ontario Travel Information Centre
Highway #400
726-0932

NORTHEASTERN ONTARIO

Director

767 Barrydowne Road
Sudbury 560-1330

Sudbury

560-1330

North Bay

366 McIntyre St. West, Box 885
472-9660

Timmins

261 Third Avenue
264-5393

Saulte Ste. Marie

120 Huron St., Box 1196
253-1103

NORTHWESTERN ONTARIO

Director

Twin City Gas Bldg., 3rd Floor
135 N. Syndicate Ave.
Thunder Bay "F"
623-9501

Thunder Bay

623-9501

Kenora

808 Robertson St., Box 450
468-7622, 468-7933

Pidgeon River

Contact Thunder Bay Office

Fort Frances

283 Church St., Fort Frances

Rainy River

P.O. Box 158, Rainy River

TORONTO AREA

900 Bay Street, 6th Floor
Hearst Block
965-5723

St. Catharines

195 King Street, Room 208
682-8373

Niagara Falls

Ontario Travel Information Centre
5629 Falls Avenue
358-3761

(3) WOMEN'S ADVISORY COMMITTEE

Program deals specifically with women and their spending habits and their influence on the Canadian (Ontario) economy. Speakers are available from this Branch in connection with "Consumerism".

Contact:

Women's Advisory Committee
Ministry of Industry & Tourism
6th Floor, Hearst Block
900 Bay Street
Toronto, Ontario

J. Ministry of Labour

(1) GENERAL INFORMATION

There are a number of specialized services or services to individuals provided by the Ministry of Labour in such areas as:

- Industrial Safety
- Construction Safety
- Labour Relations
- Conciliation and Mediation Services
- Human Rights
- Women's Bureau
- Workmen's Compensation

It is recommended that groups working with those with limited formal education, non-English or non-French speaking immigrants, and others who may be handicapped in obtaining employment familiarize themselves with such legislation as The Employment Standards Act, The Industrial Safety Act, The Construction Safety Act, The Trench Excavator's Protection Act, The Human Rights Code and The Workmen's Compensation Act. **These Acts can be obtained from the Information Branch of the Ministry of Labour, 400 University Avenue, Toronto M7A 1A2.**

DISTRICT OFFICES

Barrie, 115 Dunlop St. East, 728-3727

Hamilton, 1 West Ave. S., 527-2951

Kenora, 808 Robertson St., 468-6167

Kingston, 844-846 Princess St., 542-2853

Kitchener, 824 King St. W., 744-5211

London, 362 Dundas St., 438-2911

Ottawa, 2197 Riverside Dr., 731-2556

Peterborough, 312 George St. N., 743-4172

Sarnia, 105 Christina St., 337- 2165

Sault Ste. Marie, 125 Brock St., 949-3331

Sudbury, 1538 LaSalle Blvd., 566-3071

Thunder Bay, 235 Bay Street, 345-2101

Windsor, 500 Ouellette Ave., 256-8278

(2) ONTARIO HUMAN RIGHTS COMMISSION

The Ontario Human Rights Commission is responsible for administering the Ontario Human Rights Code which prohibits discrimination on the grounds of race, creed, colour, age, sex, marital status, nationality, ancestry and place of origin in areas of employment, housing, public accommodation and signs and notices. The last covers job advertising and job application forms. Employment agencies and self-governing professions are also covered.

The Code, under "housing", covers all dwelling units, including "flats", except if the owner shares a bathroom or kitchen with the tenant.

The Commission has four functions.

1. Complaint handling

Complaints brought to the Commission of infractions of the Human Rights Code are investigated and a concili-

ation settlement achieved satisfactory to all parties. If this proves impossible, a public Board of Inquiry is appointed by the Ontario Minister of Labour to hear the matter afresh and bring down a Report with recommendations which are binding. Miscellaneous inquiries of every kind are received and a response made.

2. Community work

To reduce existing social tensions as, and where, they arise, the Commission engages in extensive community work, acting as a catalyst to bring groups together and encourage improved understanding. Any group may enlist the offices of the Commission in the resolution of friction-laden situations of a community nature.

3. Education program

The Commission's education program seeks to inform both possible victims of discrimination (including tourists) and possible discriminators of the provisions of the Code. It seeks, as well, to eradicate the prejudice behind discriminatory acts by enlightening the public in healthy intergroup relations attitudes. All forms of media contacts with the public are used (advertising, exhibits), as well as printed materials, periodicals and speeches. Any group wishing to learn more about the Commission may write and invite a speaker to address them.

4. Research

Special large-scale problems about which more knowledge is required are researched by independent bodies at the initiative of the Commission. The results provide a basis for knowledgeable community work programs.

WOMEN'S BUREAU

(a division of the Human Rights Division)

This Bureau has special responsibilities for the administration of those sections of the Code which deal with prohibiting discrimination on the grounds of sex or marital status. These prohibitions apply to the areas of recruitment, hiring, training and apprenticeship, transfer and promotion, dismissal terms or conditions of employment, housing and access to public places. In addition, the Bureau administers the maternity leave provisions of the Employment Standards Act.

Contact:

Women's Bureau
400 University Ave., Toronto
965-1537

Other Services:

1) Careers Centre

A special vocational counselling service for mature women wishing to re-enter the labour force. It is available in Toronto and counsellors also travel (on a rotational basis) to Windsor, Hamilton and London.

2) Educational Function

Through its career education program helps stimulate vocational interest and encourage more long-range career planning among high school girls. Publications on career opportunities are made available to schools and individuals.

3) Research Program

Regularly publishes statistical and occupational information and maintains a specialized reference library on subjects relating to working women.

Any person, or group, who wishes to file a complaint, obtain assistance or further information, should contact one of the offices listed below, by letter, telephone or personal visit.

Commission offices are located at:
400 University Avenue, Toronto
965-6841

AND

2197 Riverside Drive, Ottawa K1H 7X3
731-2415
500 Ouellette Avenue, Windsor
256-3611
1 West Avenue South, Hamilton
527-2951
362 Dundas Street, London N6B 1B8
438-2911
1538 La Salle Boulevard, Sudbury
566-3071
808 Robertson Street, Kenora
468-6167
235 Bay Street, Thunder Bay
344-6712

K. Ministry of Natural Resources

(1) DIVISION OF FORESTS

This Division provides forestry extension service to individuals, groups, municipalities and schools, as well as being responsible for Crown forest management.

Forestry Act and The Trees Act: permit the signing of forest management agreements between the Minister of Natural Resources and municipalities and conservation authorities. Grants are made to provide assistance in purchasing lands suitable for "forestry purposes" under such management agreements.

"Forestry purposes" include

- production of wood and wood products
- provision of proper environmental conditions for wildlife
- protection against floods and erosion
- recreation
- production and protection of water supplies

The Woodlands Improvement Act: provides tree planting and forest improvement assistance to landowners (may be groups, clubs, etc.) under an agreement signed with the Minister of Natural Resources. A minimum of 10 acres must be covered by the agreement which is of 15 years duration. Such assistance is also available to Indian Bands for Reserve projects.

Contact:

Executive Director
Division of Forests
Ministry of Natural Resources
Room 3610 Whitney Block
Queen's Park
Toronto M7A 1W3, Ontario

(2) DIVISION OF FISH AND WILDLIFE

The Game and Fish Act: provides for the signing of agreements between landowners and the Minister of Natural Resources, to include management, perpetuation and rehabilitation of wildlife resources by

- a) habitat improvement work
- b) protective measures
- c) stocking programs
- d) fencing
- e) erection of signs

The Act also provides for management programs, issuing of licenses and enforcement of legislation relative to management programs.

This Division activates the Federal-Provincial Resources Development Agreement between the Federal Department of Indian Affairs and Northern Development and Ontario. It is a program to develop renewable natural resources in relation to native people — Indians and Eskimos. The following forms of assistance are available:

- assist and train commercial fishermen to establish a viable business
- assist Indian Reserves in logging and forming corporations
- assist in tourist development on shores of Hudson and James Bay
- collection of deer and moose hides for Indian handicrafts
- establishing families on vacant traplines
- resources surveys on reserves to plan resource development programs

Contact:

Executive Director
Division of Fish and Wildlife
Ministry of Natural Resources
Room 4501 Whitney Block
Queen's Park
Toronto M7A 1W3, Ontario

(3) CONSERVATION AUTHORITIES BRANCH

Is concerned with the establishment of conservation authorities which control the distribution of water supply in Ontario. Financial and technical advice is given to any conservation authority. The establishment of a conservation authority depends on local interest and initiative.

Municipalities within a watershed make application for the establishment of an authority to the Minister of Natural Resources and if approved must join and share in conservation costs. If this should prove unacceptable, a given municipality or town within the watershed can appeal to the Ontario Municipal Board.

An authority is comprised of representatives appointed by the councils of all towns and municipalities in the watershed with a chairman elected from their number.

An authority has power (under the Conservation Authorities Act) to make levies for conservation work. It receives grants from the province to 50% of cost to finance programs. Federal Government may share in large flood control programs.

A conservation authority is an autonomous corporate body but usually uses the expertise of such resources as:

Natural Resources
Agriculture and Food
Ontario Water Resources Commission

Programs of authorities include:

- building flood control dams and reservoirs
 - developing community ponds
 - channeling and improving streams
 - acquiring land for conservation purposes
 - acquiring public forest land
 - assisting in reforestation of private lands
 - developing recreational facilities on conservation land
 - developing and improving stream and wildlife habitat
- Grants are given to approved programs in the above areas.

The Branch also administers The Parks Assistance Act to provide financial assistance to municipalities for the creation of parks.

Contact:

Director
Conservation Authorities Branch
Ministry of Natural Resources
5th floor, 880 Bay St.
Toronto M5S 1Z7, Ontario
965-6287

(4) INFORMATION BRANCH

Provides speakers, films, slide presentations, consultants, educational material and information to any group within the province. Groups include service clubs, church organizations, scouts, schools, etc.

This service is provided by the Information Branch, Queen's Park or 49 district offices across the province. Films are loaned for educational purposes at the University Level anywhere in Canada.

Contact:

Information Branch
Ministry of Natural Resources
Room 5314 Whitney Block
Queen's Park
Toronto M7A 1W3, Ontario
965-3315

(5) NORTHERN AFFAIRS BRANCH

This Branch is fast becoming a clearing house where citizens of Northern Ontario can go for help and advice on any matter relating to Government services at all levels, Municipal, Provincial and Federal, as well as some that are non-governmental in nature. This is done through:

1) Communications:

A telex network links people of Northern Ontario and the Government. Head office is in Toronto with three Regional Offices situated at Thunder Bay, Sudbury and Timmins.

Thunder Bay (623-5518)
Sudbury (675-1176)
Timmins (267-1463)

In addition, there are 23 area offices connected to the Regional Offices. Northern Affairs Branch has also established 44 satellite offices to serve people in small remote centres. These are staffed by volunteers, who place collect calls on behalf of citizens to the nearest area office.

2) Co-ordination:

The co-ordination of existing Government services for the people of the North.

3) Agency Support:

Represents and performs specific functions for other Government Agencies as demanded.

Other resources:

An English translation service is provided, including:

- 1) Translation of letters and documents.
 - 2) Explanation of same.
 - 3) Preparation of understandable replies.
- Bilingual staff is available and several Branch officers are proficient in additional languages.

1964 to work towards the goal of ensuring that all residents of the Province have the opportunity to enjoy good accommodation.

Programs of O.H.C. include:

- 1) The provision of accommodation with rents geared to income for families or the elderly in lower or modest income brackets.
- 2) The provision of residential accommodation for students.
- 3) The provision of community housing to aid smaller communities to meet specific accommodation shortages.
- 4) The provision of housing for employees in industry, particularly in new resource areas.
- 5) A land development program which produces low down payments by limiting the building cost of a house and by making land available on leasehold.
- 6) Assisting in the development of condominium housing which enables a buyer to have title to individual living quarters in high rise or town house developments.
- 7) Mortgage lending.
- 8) The sale of public housing units to qualifying occupants.

General Housing

Under Section 3 of the Housing Development Act, O.H.C.

- a) Makes grants in aid of studies into housing conditions or any matter relating to housing in Ontario.
- b) Makes grants and otherwise assists the house building industry in Ontario by stimulating and encouraging research, education and constructive competition within the industry.

The annual budget for these grants in 1972-73 was \$100,000. Most of these funds have been allocated to directed research projects by the Corporation, such as O.H.C. Design Competition 1972.

Contact:

Applications outlining the purpose for which the grant is requested and estimated costs should be submitted in writing to:

Managing Director
or
Director of Planning & Research
Ontario Housing Corporation
101 Bloor Street West
Toronto 5, Ontario
966-3600

Aid to Tenants Organizations in O.H.C. Developments

If O.H.C. tenants groups have gone to the office of the Ontario Athletics Commissioner (see page 31) and have been unable to qualify to purchase recreational equipment under their categories, then Ontario Housing Corporation *has funds* available for the purchase of recreational equipment.

Applications outlining the nature of the recreational equipment required, and the estimated cost, should be submitted to:

Director, Community Relations
Property Management Division
Ontario Housing Corporation
101 Bloor Street West
Toronto 5, Ontario
966-3600

Housing for the Aged

Under Section 1 of the Elderly Persons Housing Aid Act, O.H.C. provides grants to any corporation whose objects are exclusively for charitable purposes, or any

L. Ministry of Revenue

ONTARIO HOUSING CORPORATION

The Ontario Housing Corporation was established in

limited dividend housing corporation, incorporated by or on behalf of a municipality or approved by a municipality that has borrowed money under the National Housing Act (Canada) to assist it in any project for the construction and equipment of low rental housing units. The rental structure of projects assisted must comply with the intent of the Act.

M. Ministry of Transportation and Communications

(1) ONTARIO NORTHLAND TRANSPORTATION COMMISSION

To assist in the development of the North, the O.N.T.C. provides many essential services to Northern Ontario including railway and bus lines passenger services, telecommunication services such as telephone, mobile radio-telephone, teletype, TWX and Telex, and rail and truck freight services. In an effort to promote tourism in the north. It operates the Polar Bear Express excursion trains between Cochrane and Moosonee during the summer months and scheduled boat services on Lake Nipissing.

Although the Commission does not have a grants program as such, it does donate, on request, to various groups and associations as a goodwill gesture. This activity is confined to the area served by the Ontario Northland.

Requests for such donations should be submitted at least one month before money is required to:

Chairman
Ontario Northland Transportation Commission
195 Regina Street
North Bay, Ontario
472-4500, Ext. 200

(2) SAFETY INFORMATION OFFICE

Provides resources to citizens of Ontario under three categories:

1) Traffic Safety:

Traffic safety program materials are provided free to groups or individuals for such programs in their communities. They are designed for all age groups from kindergarten and nursery schools to senior citizens.

2) Driver Education:

The Ministry supplies text books, dual control mechanisms, filmstrips and a number of publications to secondary schools in Ontario interested in setting up Driver Education Courses.

3) Public Safety Consultants:

A staff of field representatives known as Public Safety Consultants is assigned to London, Toronto, Kingston, North Bay and Thunder Bay, and serves the various regions of Ontario. Their services are provided *free of charge* to any individual or public or private agency interested in sponsoring a project, program or activity aimed at helping to prevent traffic accidents.

Contact:

The Safety Office
Ministry of Transportation and Communications
Ferguson Block
Queen's Park, Toronto, Ontario
965-1554

N. Ministry of Treasury, Economics and Intergovernmental Affairs

(1) INTERGOVERNMENTAL AFFAIRS SECRETARIAT

(Ontario-Quebec Permanent Commission)
Is responsible for implementing the Ontario-Quebec Agreement.

Examples of programs supported are:

- 1) Summer student job exchange program
- 2) Journalist exchange program
- 3) Second-language teacher exchange program
- 4) Ontario-Quebec fellowship (\$5,000.)

For information about programs of co-operation and exchange of an educational or cultural nature with the Province of Quebec, write or telephone:

Ontario-Quebec Permanent Commission
Frost Building South
Queen's Park, Toronto 182
965-6989

(2) URBAN RENEWAL SECTION (Municipal Services Division)

Program area:

This Section's main objective is to assist municipalities in their efforts to improve and maintain a reasonable standard of physical, social and economic environment. Although the Urban Renewal Section deals directly with municipalities, there is a provincial requirement of citizen involvement. The provincial policy is that unless citizen participation takes place during the planning stages of urban renewal, there will be no provincial contribution either during the planning stages or during the implementation stage.

Annual budget: \$3 to 4 million.

Examples of projects:

- 1) Alexandra Park Project in Toronto
- 2) Windsor Stage I and Stage II
- 3) Lower Town East in Ottawa
- 4) Sudbury Borgia Street Project
- 5) Trefann Court Urban Renewal Project in Toronto

Procedure for grants application:

Prior to making formal requests to the Ministry of Treasury, Economics & Intergovernmental Affairs, municipalities should discuss informally with the Urban Renewal Section the procedural requirements for obtaining the necessary approvals.

Other resources available to citizens:

Speakers, films, information or educational materials.

Contact:

Mr. J. F. Brown, Supervisor
Urban Renewal
Ministry of Treasury, Economics and
Intergovernmental Affairs
7th Floor
801 Bay Street
Toronto, Ontario

O. Management Board of the Cabinet

OFFICE OF THE CO-ORDINATOR ON BILINGUALISM

For information regarding the policy of the Ontario Government on bilingualism write or phone:

Co-ordinator on Bilingualism
Frost Building South
Queen's Park, Toronto 182, Ontario
965-6989

P. Legal Aid

The Ontario Legal Aid Plan is funded by the Provincial Government and administered by the Law Society of Upper Canada. The purpose of the Legal Aid program is to ensure that no person in Ontario who needs legal advice or the services of a solicitor is deprived of such assistance because of the lack of funds.

The local Area Director reviews all applications and issues certificates after considering the reports submitted by the Ministry of Community and Social Services (Legal Aid Assessment Branch).

For information about the Legal Aid Plan contact the nearest Area Director at one of the following locations.

- 1) **ALGOMA DISTRICT**
Court House, **Sault Ste. Marie**
253-9401
256-5691
- 2) **BRANT COUNTY**
P.O. Box 131
113 Darling Street, **Brantford**
759-4250
752-4388
- 3) **BRUCE COUNTY**
Queen Street South, **Paisley**
353-5696
- 4) **CARLETON COUNTY**
130 Albert Street, Suite 1603, **Ottawa K1P 5G4**
233-8434
236-9665
- 5) **COCHRANE DISTRICT**
14 Pine Street South, **Timmins**
264-9473
264-5325
- 6) **DUFFERIN COUNTY**
Court House, 51 Zina Street, **Orangeville**
941-4744
941-0770
- 7) **ELGIN COUNTY**
170-B Centre St., P.O. Box 190, **St. Thomas**
631-1190
631-7100
- 8) **ESSEX COUNTY**
163 University Ave. W., **Windsor**
254-9912
- 9) **FRONTENAC COUNTY**
38 Clarence St., Box 154, **Kingston**
546-1179
542-7393
- 10) **GREY COUNTY**
347 8th St. E., **Owen Sound**
376-9130
376-7535
- 11) **HALDIMAND COUNTY**
Alma Street, **Hagersville**
768-3682
772-5352
- 12) **HALTON COUNTY**
345 Lakeshore Road East, **Oakville**
845-7591
845-7104
- 13) **HASTINGS & PRINCE EDWARD COUNTIES**
157 Front Street, Suite 105, **Belleville**
962-9634
968-9689
- 14) **HURON COUNTY**
67 North Street, **Goderich**
524-9612
524-8368
- 15) **KENORA DISTRICT**
154 Main Street South, P.O. Box 360, **Kenora**
468-8968
468-8960
- 16) **KENT COUNTY**
Murray Building, 48 Fifth Street,
P.O. Box 1, **Chatham**
352-1631
352-6110
- 17) **LAMBTON COUNTY**
270 Christina Street North, **Sarnia**
337-5591
336-6118
- 18) **LANARK COUNTY**
P.O. Box 40, Court House, **Perth**
267-2021
- 19) **LEEDS & GRENVILLE COUNTIES**
Montreal Trust Building
2 Court House Avenue, P.O. Box 31, **Brockville**
342-5421
345-5653
- 20) **LENNOX & ADDINGTON COUNTIES**
Court House, **Napanee**
354-3845
- 21) **LINCOLN COUNTY**
71 King Street, P.O. Box 954, **St. Catharines**
685-1012
685-4833
- 22) **MANITOULIN & SUDBURY DISTRICTS**
69 Elm Street West, Suite 207, **Sudbury**
673-8182
674-6441
- 23) **MIDDLESEX COUNTY**
400 Ridout Street North, **London**
433-8179
434-1169
- 24) **MUSKOKA DISTRICT**
355 Muskoka Street South
P.O. Box 1270, **Gravenhurst**
687-3700
687-2215
- 25) **NIPISSING DISTRICT**
222 McIntyre Street West, Suite 303, **North Bay**
472-4893
472-4890
- 26) **NORFOLK COUNTY**
Justice Building, #3 Highway, Box 605, **Simcoe**
426-5780
426-5840
- 27) **NORTHUMBERLAND & DURHAM COUNTIES**
98 King Street West, P.O. Box 185, **Cobourg**
372-2432
372-5021

- 28) **ONTARIO COUNTY**
172 King Street East, Box 201, **Oshawa**
576-2124
723-3446
- 29) **OXFORD COUNTY**
Court House, **Woodstock**
539-2381
537-6629
- 30) **PARRY SOUND DISTRICT**
31 Sequin Street, P.O. Box 1059, **Parry Sound**
746-5811
- 31) **PEEL COUNTY**
24 Queen Street East, Room 200, **Brampton**
459-6633
451-8660
- 32) **PERTH COUNTY**
6 Wellington Street, **Stratford**
271-1850
273-1050
- 33) **PETERBOROUGH COUNTY**
457 Water Street, **Peterborough**
743-5430
745-0565
- 34) **PRESCOTT & RUSSELL COUNTIES**
King Street, Box 328, **L'Original**
675-2235
632-7015
- 35) **RAINY RIVER DISTRICT**
400 Scott Street, Box 636, **Fort Frances**
274-3210
274-9800
- 36) **RENFREW COUNTY**
195 Prince Street, P.O. Box 451, **Pembroke**
732-4903
735-0131
- 37) **SIMCOE COUNTY**
County Building, 114 Worsley St.
P.O. Box 297, **Barrie**
728-1221 Ext. 20
726-6439
- 38) **STORMONT, DUNDAS & GLENGARRY COUNTIES**
139 Pitt Street, **Cornwall**
932-4756
933-0630
- 39) **TEMISKAMING DISTRICT**
32 Prospect Avenue, P.O. Box 967, **Kirkland Lake**
567-3033
- 40) **THUNDER BAY DISTRICT**
Court House, Room 15, **Thunder Bay**
345-1972
344-2981
- 41) **VICTORIA & HALIBURTON COUNTIES**
12 Peel Street, P.O. Box 116, **Lindsay**
324-6703
324-6169
- 42) **WATERLOO COUNTY**
Court House, Weber Street East, **Kitchener**
743-4306
744-1188
- 43) **WELLAND COUNTY**
Fourth Floor, 102 East Main Street
P.O. Box 573, **Welland**
735-1559
735-0010
- 44) **WELLINGTON COUNTY**
27 Douglas Street, **Guelph**
824-0170
824-4100
- 45) **WENTWORTH COUNTY**
46 Jackson Street East, **Hamilton**
529-1132
*Court House, 50 Main St. East, **Hamilton**
528-0134
*Address all L.A. correspondence to
Court House, 50 Main St., E., Hamilton.
- 46) **YORK COUNTY**
73 Richmond Street West, **Toronto 110**
366-9631

VI GOVERNMENT OF CANADA

A. Department of Consumer and Corporate Affairs

Not a fund granting organization, but provides information, guidance and counselling to citizens in the general field of consumer education. Consumers are also assisted with complaints.

Resources available:

- a) Speakers, films and informational materials are available on a modest basis from consumer consultants at:
 - Ontario Regional Office
 - Global House
 - 480 University Avenue
 - Toronto 101, Ontario
- b) i) Coloured slides on case labelling and hazardous products;
ii) booklets, pamphlets and fact sheets on subjects of interest to consumers;
iii) assistance through complaints and enquiries offices at Box 99 are available from the Consumer Services Branch in Ottawa.
Direct complaints or enquiries to:
 - The Consumer
 - Box 99
 - Ottawa, Ontario
- c) The Ontario Regional Office also has an investigation unit to deal with complaints regarding misleading advertising, under the Combines Investigation Act, as well as officers responsible for the administration of the Bankruptcy Act in respect of both commercial and individual insolvencies.

Consumer services programs will, in the near future, supply consumer information to ethnic groups, disadvantaged income groups, consumer associations and educators.

B. Department of Indian Affairs and Northern Development

INDIAN AND ESKIMO AFFAIRS PROGRAM

(1) COMMUNITY AFFAIRS BRANCH

Three main goals of Community Affairs Program

- 1) Furthering the evolution of local affairs administration by the Indian and Eskimo people.
- 2) Assisting in the improvement of housing and community services for Indians and Eskimos.
- 3) Arranging for the provision of suitable social services to Indians and Eskimos.

Grants are provided by the department for:

- 1) Training courses to develop local administration or skills in handling community affairs.
- 2) Construction of new homes or repairs.
- 3) Social assistance-rates comparable to provincial.
- 4) Work Opportunities Funds — Supplements other money for projects on Reserves designed to employ recipients of social assistance.

Information:

Mr. R. M. Connelly
Director
Community Affairs Branch
Department of Indian Affairs and Northern Development
400 Laurier Avenue West
Ottawa, Ontario

(2) EDUCATION BRANCH

Provides education from elementary level through university, including vocational and adult educational programs.

Grants are provided for:

- 1) Projects in the creative or performing arts both traditional and contemporary to Indian groups or individuals.
- 2) Scholarships to exceptional Indian students.

Information:

Mr. G. K. Gooderham
Director
Education Branch
400 Laurier Avenue West
Ottawa, Ontario

(3) INDIAN-ESKIMO ECONOMIC DEVELOPMENT BRANCH

Provides grants, loans, guarantees and advisory services for general economic development among Indian people.

Grants are given to:

- 1) Cover cost of a basic infrastructure.
- 2) Finance the cost of planning.
- 3) Provide an Indian business with funds to increase equity contributions.
- 4) Finance basic support services.
- 5) Help provide basic salary costs of small proprietorships if social assistance cannot be paid.

Grants will not be provided for such community endeavours as skating rinks, community halls, etc.

All requests are reviewed by the Indian Economic Development Fund Advisory Board and distributed from headquarters, to establish sound priorities in the national context.

Information:

Mr. P. B. Lesaux
Director
Indian-Eskimo Economic Development
400 Laurier Avenue West
Ottawa, Ontario

Other resources available: (not only to grant recipients)

- 1) Speakers
- 2) Films
- 3) Consultants
- 4) Office space and meeting rooms
- 5) Publicity
- 6) Direct professional assistance
- 7) Information and educational materials

C. Department of Manpower and Immigration

(1) CANADA MANPOWER TRAINING-ON-THE-JOB PROGRAM FOR THE DISADVANTAGED

This new program is designed to afford Canadian employers the opportunity to achieve new economic and social goals through the hiring and training of workers who face severe employment barriers. It is a highly flexible vehicle, calling for maximum co-operation of the public and private sectors.

Employer reimbursement:

In an effort to generate maximum interest and co-operation among employers in hiring the disadvantaged, a special reimbursement formula has been established.

1) Trainee wage costs:

- a) During the first four weeks of the training period, 100 per cent of trainee wages will be paid;
- b) During the first half of the remaining period, 90 per cent of the trainee wages will be paid;
- c) During the remaining period, 60 per cent of the wages will be paid.

NOTE: Trainee wages refers to the basic salary paid. It does **not** include:

- 1) Cost of living bonuses
- 2) Isolation pay
- 3) Shift or other differentials
- 4) Overtime
- 5) Other expenses incurred by the employer on the basis of wages, such as employer share of Canada Pension Plan (or Quebec Pension Plan), Unemployment Insurance Commission contributions, Workmen's Compensation, foreign training, or trainee's commuting expenses.

2) Exploratory and relocation costs:

Trainees may be eligible for exploratory and relocation costs under the Canada Manpower Mobility Program.

Training Periods:

Training periods, which are expected to average about six months, may range from a minimum of 12 weeks up to a maximum of 52 weeks in certain cases. They will be carefully determined, taking into consideration:

- 1) the nature of the job;
- 2) the degree to which the potential trainee is disadvantaged.

Types of employers eligible:

Any employer, public or private, willing to provide training leadership to continuing employment for one or more disadvantaged workers, is encouraged to participate in the program.

Even employers who are in receipt of other government grants, contributions, or subsidies specifically to offset the cost of proposed employment or training may be eligible for reimbursement:

- 1) at a reduced rate to offset the direct wage costs not covered under other government program(s);
- 2) of wages for those trainees who are hired in excess of the employer's commitment to the other government department or agency;
- 3) of trainees' wages during that period of time for which trainees are hired in advance of that commitment.

Employer guidelines:

Employers participating in the Canada Manpower Training-on-the-Job Program for the Disadvantaged will be expected to:

- 1) accept the trainees selected by the Canada Manpower Centre;
- 2) hire trainees as regular full-time employees;
- 3) make every effort to provide adequate and meaningful training in occupations that have a reasonable possibility of resulting in continuing employment;
- 4) agree not to release any trainee without prior consultation with the CMC;
- 5) pay trainees adequate wages and provide other benefits and working conditions which are conducive to worker stability in relation to other employers and industries in the area;
- 6) obtain the agreement of the union or employee representatives concerning the training program;
- 7) ensure that trainees do not replace other workers.

Trainee criteria:

Those adults assessed as disadvantaged will be thoroughly tested and interviewed to ensure their suitability for specific projects.

They will be at least one year older than the school-leaving age of the province in which they reside and will usually have been unemployed for 12 of the 24 previous months.

Some of the difficulties disadvantaged workers may face in preparing for or holding regular employment, even when the demand for labour is strong, may be caused by:

- 1) physical or mental handicaps;
- 2) lack of marketable skill or work experience;
- 3) lack of preparation or inaptitude in meeting society's "worker role" expectations;
- 4) learning difficulties;
- 5) unfamiliarity or divergence from prevailing social and cultural patterns and norms;
- 6) personal and family stress;
- 7) external prejudice;
- 8) poor health;
- 9) distance from jobs or geographical location.

Training criteria:

Two major guidelines govern the development of training projects for the disadvantaged:

- 1) Training should reflect the *needs of the particular individual* and should provide special services as required.
- 2) Training content and duration should be carefully planned to maximize the possibility of each trainee remaining on staff.

Counselling service:

Training programs for disadvantaged should attempt to provide for whatever special guidance that may be necessary in motivating a trainee *to learn and perform normal job functions.*

Canada Manpower Centre counsellors will provide special counselling and efforts will be made to utilize the services of other organizations and agencies interested in particular groups.

Provincial role:

In cases where the employer requires assistance of a technical nature in preparing a training plan, he will be referred to the appropriate provincial agency by the Department of Manpower and Immigration.

CMC role:

The Canada Manpower Centre will be responsible for screening potential trainees as to their suitability for a particular training project and assigning them to a participating employer.

Application procedures:

Employers: Application forms, training outlines and other employer guides are available at Canada Manpower Centres.

Trainees: Local Canada Manpower Centres will advise prospective training candidates of suitable opportunities.

(2) LOCAL INITIATIVES PROGRAM (L.I.P.)

Local Initiatives Program funds municipal and private projects touching upon a variety of social and educational activities and services.

Criteria used in determining eligibility for grants:

- 1) Geographical limitations: Atlantic, Quebec, Ontario, Prairie and Northwest Territories Regions and Pacific and Yukon Territories.
- 2) **Type of group eligible:** Municipalities, private organizations and individuals.

Funding basis:

- 1) **Duration of project:** for a minimum project period of 15 man months.
- 2) **An annual basis:** within a period the maximum of which is seven months.
- 3) **A renewable basis:** Some flexibility but in general, two extensions to the original for certain projects.

Restrictions imposed on grants: specific criteria determined each year.

For L.I.P. 1972-73:

- 1) Ceiling of \$200,00 for Federal contribution.
- 2) The project must create a minimum of 15 man months within the period Dec. 1, 1973 to May 31, 1974.
- 3) Regular monitoring and auditing procedures.

Annual budget:

Specific budget determined yearly—1972-73 \$85 million allocated October 4, 1972 to Local Initiatives Program (L.I.P.).

Examples of projects:

The following examples show the wide range and geographic distribution of recent L.I.P. projects

- Funding given to 92 unemployed persons to repair 800 substandard dwellings in Alberta.
- Provision of jobs for 19 persons to complete a study of existing services for immigrants and migrants. This information formed the basis for a planning document to develop supporting services for immigrants and migrants in the Toronto area.
- Provision for jobs for unemployed workers to survey and clean waterways and fishing areas in Nanaimo, B.C.
- A L.I.P. grant made possible the formation of a symphony orchestra consisting of 42 semi-professional musicians, ages 20-30. The orchestra gives school concerts in the daytime and evening concerts to adult audiences.

Other resources available:

Speakers, films (L.I.P. projects) and Canada Manpower Programs, Industrial training consultants, provide printed materials, publicity, information kits, telephone inquiry service.

Procedure for grants application:

- 1) A formal application is necessary. Apply to the nearest Canada Manpower Centre.

Contact person:

Manpower Counsellor.

It takes about 3 weeks to process the application.

D. Department of National Health and Welfare

(1) FAMILY PLANNING GRANTS

These grants have been established to assist in the development of provincial, municipal and voluntary family planning services and other related projects and services. They are in addition to, and operate separately from, resources available for family planning purposes under federal-provincial shared-cost health and welfare programs.

Program areas include:**1) Family Planning Services**

- a) funds are available for the continuing operation, improvement and extension of services provided by national voluntary agencies.
- b) some funds are available on a short-term basis as seed money to establish new and to expand and improve existing services. These are available to provincial and municipal departments of health and welfare departments, universities and local voluntary organizations not affiliated to a national body.

Note: both a) and b) can include funds for such supportive activities as costs of public information and operating costs of national headquarters of voluntary agencies.

2) Demonstration Projects

Designed to lead to:

- 1) wider and easier availability of family planning methods and services.
- 2) increased public knowledge of family planning methods and services.
- 3) more effective use of existing resources.

3) Training Projects

For health and welfare professional and other staff, on an individual or group basis, in knowledge and methods relevant to the planning, organization, co-ordination, evaluation and delivery of family planning services.

4) Research Projects**5) Fellowships****Type of group eligible:**

- 1) provincial or municipal government departments
- 2) voluntary agencies interested in family planning (see a) and b) above).
- 3) universities

Restrictions imposed on grants:

Grants are outright subsidies, without any requirement for federal financial audit. They will be paid for a specified period not exceeding one year. Projects can begin in one fiscal year and be carried on into the next.

Procedure for grants application:

Formal application titled "Application for Project Grant, Family Planning Division" is available from:

The Director
Family Planning
Social Allowance and Services Branch
Dept. of National Health and Welfare
Ottawa K1A 0K9, Ontario

Time required to process application: three months.

(2) NATIONAL HEALTH GRANT

Administered by:

Research Programs Directorate
Health Programs Branch

The National Health Grant provides funds to assist in costs, but not necessarily to cover the total cost of short-term health research studies, demonstration projects, training projects and related activities of national interest with specific objectives rather than ongoing programs.

Type of group eligible:

National, provincial, regional and local health agencies, voluntary organizations, universities or individual researchers.

Program areas include:

- 1) Health Care Research Projects — include the enquiry into the need for process of and effectiveness of personal and community health services leading to the optimum health for all Canadians, the social causes of disease and the behavior of both the recipients and providers of health services.
- 2) Demonstration Models — to demonstrate the need for 1) above.
- 3) Support for conferences, seminars and the production or distribution of teaching materials directly related to health research.
- 4) Health Care Research Training Grants — for the creation of a limited number of training programs for the development of health care research workers in areas of scarcity of supply.
- 5) Personnel Support.
- 6) Prevention of Disease, Disability or Death—including mental illness, child and maternal deaths, congenital defects, preventative dentistry and medical rehabilitation.
- 7) Epidemiological Studies.
- 8) Community Based Studies in the delivery and utilization of health services and studies in community health programs such as those sponsored by health units.
- 9) Operational Research on health programs and services and their quality. Studies would include an evaluation of services provided by public health laboratories, any level of government and community agencies.
- 10) Environmental Health — including activities aimed at protecting the health of individuals from hazardous contaminants in their environment.

Restrictions imposed upon grants:

- 1) All National Health Grant projects are subject to Federal audit.
- 2) Financial commitments may not exceed one fiscal year although two and three year projects may be approved subject to renewal of Grant funds by Parliament and funded on an annual basis subject to annual review.

Procedure for grants application:

- 1) Application forms for all National Health Grants may be obtained from:
Research Programs Directorate
Department of National Health and Welfare
Brooke Claxton Building
Ottawa K1A 1B4, Ontario
- 2) Closing dates for receipt of applications are indicated in the Reference Manual issued by the Directorate.

Time required to process application:

Four to five months.

(3) NEW HORIZONS

This program, began in September 1972, focuses on the discovery of the resources of retired persons and the promotion of their projects. It will enable the retired to initiate recreational, community and creative activities. Grants are given so that the retired may undertake activities of their own choice.

Type of group eligible:

Retired people.

Program areas include:

Any activity which usefully and creatively involves retired people, which meets their needs and which benefits them and their community.

Grants may be used for:

- 1) rental of accommodation
- 2) rental or purchase of equipment
- 3) minor building repairs
- 4) telephone
- 5) travel
- 6) publicity
- 7) salaries of temporary staff
- 8) consultant fees
- 9) audit fees

Non-profit projects earning money which is used to support the project are eligible for funds.

Restrictions imposed on grants:

- 1) recipients must keep audited record of expenditures and submit progress reports to New Horizons staff and to participate in an evaluation of the project.
- 2) projects should be planned and submitted by groups of 10 or more Directors who will be directly involved in the operation of the project and responsible for the administration of the project's funds.
- 3) the majority of the Directors must be over 65 years of age.
- 4) projects may be funded to a maximum of 18 months.

Procedure for grants application:

- 1) application may be submitted any time.

2) Contact:

Regional Representative
New Horizons
Room 623
25 St. Clair Ave. E.
Toronto M4T 1M2, Ontario
966-6131

Note: Regional representatives meet with groups of retired persons and assist them, on request, with applications and projects. They also work with Provincial Municipal governments and community agencies. Too, they work with communities in identifying alternative resources to support worthwhile projects.

(4) NON-MEDICAL USE OF DRUGS

Grants are given for Innovative Services, a part of a co-ordinated program by the Federal Government on the non-medical use of drugs. Other components of the program include research, information and analytical services.

Innovative services refers to:

- 1) the provision of traditional services in a new way.
- 2) the provision of new services.

These services can stem from existing agencies, public or voluntary, or be developed as totally new and independent projects.

Focus of services:

- 1) **Prevention:** aimed at understanding and changing those social conditions and attitudes leading to dissatisfaction with social systems and alienation

resulting in drug abuse or misuse. Prevention program must be geared at:

- a) strengthening the ability of individuals and families to understand and cope with their problems.
 - b) the educational system to ensure its relevance to the needs of youth in an rapidly changing society.
 - c) the religious, social and recreational and commercial services needed to create a cohesive and meaningful community life.
- 2) **Crisis Intervention:** refers to services developed to meet immediate needs of an emergent or urgent nature. Could include:
- a) detached street work
 - b) indigenous counselling
 - c) information and referral
 - d) temporary shelter
 - e) general or specified clinical services of a diagnostic or therapeutic nature.
- 3) **Rehabilitation services:** refers to a broad range of supportive and backup services designed for long-term needs to help individuals develop more stable life styles. Could include:
- a) residential or other treatment centres
 - b) group homes
 - c) co-op houses
 - d) drop-in centres
 - e) workshops
 - f) art-craft shops
 - g) communal communities
 - h) psychological and psychiatric services
 - i) long-term counselling
 - j) group therapy programme
 - k) special programs of education or training

Note: Proposals for innovative service may be submitted which do not fit within the above categories.

Grants are short-term in nature. Consultation with Provincial Government and other agencies concerned with the problem and the longer term solutions will be involved in the consideration of the application.

Procedures for submitting applications:

- 1) Applications may be submitted on National Health Grant or Welfare Grant application forms, depending on the degree of health or welfare orientation of the project. Forms may be obtained from:
The Innovative Services Programs on the
Non-Medical Use of Drugs
333 River Road
Ottawa K1A 1B6, Ontario
- 2) Applications may be sent to:
The above address OR
National Health Grants Division
Dept. of National Health and Welfare
Brooke Claxton Building
Tunney's Pasture
Ottawa K1A 0K9, Ontario

Note: Preliminary consultation with the departmental staff may prove advantageous in submitting an application.

(5) RECREATION CANADA DIRECTORATE AND SPORT CANADA DIRECTORATE

The aim of these directorates is to enhance the individual quality of life of Canadians by encouraging mass participation in physical recreation and by developing competitive excellence.

Sport Canada Directorate is responsible for the devel-

opment of the competitive excellence of Canadian Athletics.

Recreation Canada Directorate is responsible for increasing the levels of participation in physical activity by Canadians.

Type of group eligible for grant:

National sport governing bodies, national agencies operating physical recreation programs, student athletes.

Restrictions imposed upon grants:

- 1) recipients must submit audited financial statements with respective vouchers.
- 2) grants are given on basis of value of project, degree to which project is serving national interest and nature and development of agency receiving grant.

Other resources available:

- 1) consulting services
- 2) technical advice
- 3) administrative assistance
- 4) free publications and films

These are available to sports and recreational groups whether or not they are eligible for financial assistance.

Annual budget: \$7,500,000.

Examples of projects:

- 1) National and International Championships
- 2) Olympic, Pan-Am, Commonwealth, Canada and Arctic Games
- 3) Administrative Centre for Sport and Recreation
- 4) Canada Fitness Award
- 5) Leadership training, Caravan '72

Applications for grants may be submitted any time of year, and usually require about three months to process.

Contact:

Recreation Canada Directorate, 996-8374
or
Sport Canada Directorate, 996-4510
General Purpose Building
Tunney's Pasture
Ottawa K1A 1B3, Ontario

(6) WELFARE GRANTS DIRECTORATE

Demonstration Project Grants

The National Welfare Grants Program is designed to develop and strengthen welfare services in Canada by providing grants to assist provincial and municipal welfare departments, voluntary agencies and other designated organizations to develop and implement appropriate activities having potential national significance.

The broad objectives of the program are:

- 1) to assist existing agencies to experiment with new and innovative ways of providing services.
- 2) to encourage the development of activities to meet new problems, emerging social needs and disparities in service.

Subject areas appropriate for demonstration projects to serve objective 1) above are:

- a) activities existing to public assistance
- b) family and children's services
- c) rehabilitation services for the physically and mentally handicapped
- d) services to the aged
- e) community correctional services
- f) social planning and other welfare services which are an established part of the present service system.

Subject areas appropriate for demonstration projects to serve objective 2) above are:

- a) community development
- b) social development projects operated by disadvantaged groups
- c) youth alienation projects
- d) preventative services
- e) welfare rights projects relating to integrated services
- f) projects relating to new problem areas which may emerge in the future

Restrictions imposed on grants:

- 1) not available for capital expenditures.
- 2) not available for rent except where premises are leased for specific purpose of carrying on a demonstration project.
- 3) not available for staff employed on a regular basis by an agency, except where additional staff are hired to compensate for the time any individual staff member devotes to a project and other administration and support services provided, as a part of the ongoing operation of the sponsoring agency.

Funds for new projects are limited to a prescribed amount each year. Projects recommended for approval, when funds are available, are those which come closest to meeting the program objectives and criteria for assessing new project submissions.

Staff of the Welfare Grants Directorate are available to assist agencies with the identification, development, implementation and evaluation of projects. An annual inventory of demonstration projects financed under the National Welfare Grants program is available.

Contact:

Welfare Grants Directorate
Demonstration Project Grants
Dept. of National Health and Welfare
General Purpose Building
Ottawa K1A 0K9, Ontario

E. Department of the Secretary of State

(1) CITIZENSHIP BRANCH

This Branch gives financial assistance to voluntary organizations to further five broad objectives:

- 1) To reinforce Canadian identity and unity
- 2) To encourage cultural diversification within a bilingual framework
- 3) To preserve human rights and fundamental freedoms
- 4) To increase and improve citizenship participation
- 5) To develop meaningful symbols of Canadian sovereignty

General restrictions imposed on grants given by Branch:

- 1) Project must fit into objectives of Citizenship Branch
- 2) Those benefitting from the project must participate in its planning and execution
- 3) Sponsoring group must be able to administer the project
- 4) Must be a demonstration of need of financial assistance

GRANTS ARE GIVEN IN THE FOLLOWING PROGRAM AREAS:

a) Travel and Exchange

Projects must encourage personal interaction between Canadians from different regions in the country and develop a greater understanding of the regions of Canada and of Canadian identity.

Priority is given to:

- 1) Economically and culturally disadvantaged groups
- 2) Geographically isolated communities
- 3) Indians and Eskimos
- 4) Senior citizens
- 5) Ethnic groups
- 6) Handicapped citizens

Annual budget: \$2,225,000.

Note: Participants and organizations should make a financial contribution to the program.

Examples of projects:

- 1) \$1,000 to the Powell Street Review and the Chinese Canadian Association to enable 25 young people of Japanese and Chinese descent to travel from Vancouver for an exchange with similar group in Toronto.
- 2) \$5,405 to 23 native young people from Fort Resolution N.W.T. to Hamilton, Ontario, on a travel and exchange visit. The Ontario hosts will in return visit Fort Resolution.

b) Citizens' Cultures

Co-ordinates a multiculturalism program which makes grants available to groups of all cultural heritages who demonstrate a desire to develop and share their cultures within the Canadian context.

Projects must have the participation and financial support of the community.

Annual budget: \$850,000 to multiculturalism program. Citizens' Cultures also administers a budget of \$31,000 for immigrant participation grants, available for projects in immigrant orientation and integration.

Through this program, grants are also made available to help support the development and operation of multicultural centres, facilities which provide space and a program of activities for people of various cultural backgrounds to develop and share their heritages.

Examples of projects:

- 1) \$2,000 to Korean Canadian Association of Metropolitan Toronto to assist in a festival of Korean Culture.
- 2) \$10,000 to Y.W.C.A. of Toronto to assist in their program of sending outreach volunteers to immigrant women living in isolation in their communities, and developing a training program for volunteers and a big sister program.
- 3) \$1,200 to the Trans-Canada Alliance of German Canadians to enable them to send 12 youth bands to Kitchener's 'Sommerfest 1972' to compete in German dances and music.

c) Native Citizens

Grants are available to assume the presentation and development of native culture in the context of Canadian society and to encourage the development of specific projects to meet the unique native needs.

Types of groups eligible for grants:

- 1) Native provincial and national associations
- 2) Native Friendship Centres offering assistance to transient native people in urban areas
- 3) Cultural/Educational Centres
- 4) Native women and youth groups

Annual grant budget: \$8,636,000.

Example of projects:

\$1.4 million for core funding to approximately 40 Native Friendship Centres in Canada.

d) Citizens' Organizations

This program is designed to strengthen Citizen participation and identification with Canadian social life through the provision of financial assistance to voluntary agencies and unstructured social action groups.

Grants will be given to support the following:

- 1) **Established Organizations** — for the purpose of renewal.
- 2) **New and Emerging Groups** — to assist them to obtain the skills and resources necessary for effective participation.
- 3) **Women's Groups** — to encourage the greater participation of women in decisions that affect the quality of their lives. Funds will be provided to assist women's organizations: 1) to promote a greater understanding of the status of women in Canada, 2) to carry out projects providing services specifically oriented to problems related to the rights and status of women, 3) to develop projects, programs and activities which help women to acquire the skills necessary for effective participation in community life.
- 4) **Information and Referral Centres** — to increase and supplement the two-way flow of information between government and citizens and to facilitate communication among citizens in order to foster citizen participation in the decision-making process. Grants are provided largely to assist in the operational costs of Information and Referral Centres.

Annual budget: \$777,000.

Examples of projects:

- 1) \$5,000 to Mobility Counselling Services of Metropolitan Toronto to support Outreach Services to Atlantic Provinces Migrants.
- 2) \$2,000 to Sudbury and District Information Centre to enable it to continue its operations.
- 3) \$1,200 to Alternative, a voluntary youth group, to institute an experimental four-month program in group living as a way of rehabilitating youth with drug problems.

e) Citizens' Rights and Freedoms

- 1) At the present time priority for grants is given to:
 - a) Human Rights and Civil Liberties Associations;
 - b) Voluntary organizations whose central focus is not necessarily human rights or civil liberties but whose activities involve from time to time, the sponsorship of rights and freedoms projects, programs, etc.
- 2) These organizations are given grants for the following types of projects:
 - a) Projects which seek to educate the public to rights and freedoms issues;
 - b) Projects which seek to enhance the capacities of organizations to effectively respond to rights and freedoms issues on behalf of citizens.
 - c) Research and projects which seek to build an understanding of the root causes of rights and freedoms problems.

Annual budget: \$140,000.

Examples of projects:

- 1) \$2,740 to help finance the holding of the National Meeting of Civil Liberties and Human Rights Associations in Montreal last June.

- 2) \$5,000 to Alberta Human Rights Association to cover part of operating expenses for year April 1, 1972 to March 31, 1973.

Information on programs administered by Citizenship Branch, Department of the Secretary of State is available from:

The Grants Secretariat
Citizenship Branch
Department of the Secretary of State
66 Slater Street
Ottawa K1A 0M5, Ontario

OR

- 1) Ottawa
130 Slater Street
Room 1129
996-5977
- 2) Toronto
55 St. Clair Avenue East
Room 313
966-6554
- 3) Hamilton
150 Main Street West
Suite 504
523-2355
- 4) Sudbury
Federal Building
19 Lisgar Street South
Room 346
673-1121
- 5) London
395 Dundas Street
Postian Building, 2nd floor
679-4335
- 6) Thunder Bay
33 Court South
Federal Building
Room 213
Postal Station "P"
345-1451

(2) LANGUAGE ADMINISTRATION BRANCH

Financial assistance and advice is given to voluntary non-profit associations to help them provide simultaneous interpretation and translation in the Official Languages at conferences, annual meetings and the like, and to translate their basic documents.

Examples of projects supported:

- 1) Housing and Urban Development Association of Canada—\$1,320
- 2) Canadian Dairy Foods Service Bureau—\$680.
- 3) Canada Council for the Blind—\$1,600
- 4) Canadian Home and School and Parent-Teacher Federation Incorp.—\$3,500
- 5) Canadian Federation of Agriculture—\$6,400
- 6) The Arctic Institute of North America—\$6,000
- 7) Canadian Paediatric Society—\$1,860

Annual budget: \$2,107,000.

Contact:

Language Administration Branch
Department of the Secretary of State
Ottawa K1A 0M5, Ontario

(3) OPPORTUNITIES FOR YOUTH

Provides the funds for young Canadians to work at projects in partnership with their communities and the Federal Government during the summer months.

Criteria for selection of grants:

- 1) benefit to the community
- 2) youth involvement
- 3) innovation
- 4) needs of participants
- 5) feasibility

OFY salaries cannot exceed \$90 per week and expenses are usually no more than 10% of the total grant.

Annual budget: \$39.7 million for the 1973 Program.

Examples of projects:

- 1) \$12,700 to the Kingston Community Theatre for the salaries of ten participants to write and produce plays for the blind, the deaf, the elderly, and the delinquent.
- 2) \$6,480 to Studio 9 for salary of nine participants to operate a full-time television studio to produce for local cablevision viewers, community oriented programming to increase internal communication in Geraldton.
- 3) \$13,860 for 11 participants to provide student-run legal services to the Parkdale community in Toronto, with the assistance of 2 fulltime lawyers on the staff of Parkdale Community Legal Services.

(4) SOCIAL ACTION BRANCH

This Branch administers programs which foster the cultural development of Canadians' French and English speaking minorities and promote good relations between Canada's two official language groups.

Program areas include:

- 1) Cultural exchanges
- 2) Animation programs
- 3) Discussions, lectures
- 4) Activities for young people
- 5) Cultural centres
- 6) Some special and national projects
- 7) Canada's participation in certain international conferences and events

Type of group eligible:

National, provincial, and local organizations as well as ad hoc committees.

Restrictions on grants:

Group must demonstrate they or their project furthers the objectives of the Branch, and that they are able to manage an intended project.

Annual budget: \$2,500,00.

Examples of projects:

- 1) La Pitoune—\$8,875 to help cultural centre at Hearst, Ontario, continue its music and drama workshop, staging of plays and other activities contributing to the development of French culture in the area.
- 2) Le Cercle Moliere Inc. — \$4,000 for this company to organize a tour to Gravelbourg, Edmonton and Vancouver.

Contact:

Social Action Branch
Department of the Secretary of State
Ottawa K1A 0M5, Ontario

Time required to process application: 3 to 4 months.

F. Ministry of State for Urban Affairs

CENTRAL MORTGAGE AND HOUSING CORPORATION

Funds are available to assist in the cost of programs directed towards improving housing conditions and developing Canadian communities:

Program areas include:

- 1) Economic, social and physical aspects of community planning.
- 2) Design and construction of housing and related facilities.

(These may be research and information projects, pilot projects or special projects and training.)

Type of groups eligible:

- 1) Municipalities
- 2) Educational institutions
- 3) Voluntary agencies and co-ordinating bodies of same
- 4) Citizen's groups
- 5) Individuals

Restrictions imposed on grants:

- 1) Grants are given for research and demonstration projects on an annual basis and are renewable subject to annual review.
- 2) Organizational and study session grants are given on a 3-day to 3-week basis.
- 3) No support given for operational grants.

Annual budget: \$5,385,000 (1972).

Examples of projects:

- 1) Neighbourhood Services Association of Vancouver \$17,000 to assist in the organization of tenants in public housing and the organization of indigenous people to assume responsibility for services in their community.
- 2) Riverdale Community Organization. \$10,000 to evaluate the effectiveness of the R.C.O. model as an instrument by which local people can gain a relationship with decision-making processes that affect their community.
- 3) Lakehead Social Planning Council. \$11,750 to study the attitudes and experiences of tenants in Thunder Bay.
- 4) Edmonton Citizen's for Better Housing Society. \$5,500 to engage a consultant to prepare a proposal for citizen involvement in housing and community.

Procedure for grants application:

- 1) Formal application is available from:
Chairman
Research Liaison Group
Policy Planning Division
Central Mortgage and Housing Corporation
Montreal Road
Ottawa, Ontario
- 2) Assistance is given in preparation of applications.
- 3) Applications received in May, June, July are decided upon in September.
Applications received in August, September and October are decided upon in December.
Applications received in November, December, January are decided upon in March.
Applications received in February, March, April are decided upon in June.

Time required to process application: 4 months.

G. Federal Agencies

(1) CANADA COUNCIL

reports to Parliament through the Secretary of State. Administers the **Canadian Horizons Program** which offers grants to individuals or associations wishing to undertake projects aimed at creating a heightened awareness of Canada's cultural diversity and heritage. Grants are available for projects in all media (including mixed-media).

Eligibility for grants:

- 1) Canadian citizen residing in Canada or temporarily abroad.
- 2) Landed immigrant who has resided in Canada for three years.
- 3) Canadian association.

Nature of project to be eligible for grant:

- 1) Canadian biography or memoirs.
- 2) History of institutions of national, regional or local importance.
- 3) Local or regional customs including songs and folklore.
- 4) Material descriptive of Canadian attempts to deal with contemporary Canadian concerns or issues.

Contact:

The Canada Council
Canadian Horizons Program
151 Sparks Street
P.O. Box 1047
Ottawa, Ontario
K1P 5V8

(2) COMPANY OF YOUNG CANADIANS

reports to Parliament through the Secretary of State. The Company of Young Canadians is a program of support to community groups in the form of trained volunteers to assist in development projects initiated within a given community. The Company is responsible to Parliament. Since its inception, volunteers have been provided to work with low income groups, youth groups, groups in rural and isolated communities, groups concerned about urban renewal, housing and related activities, etc.

The Company does not have a grants program. Volunteers, who may be committed for up to two years, are given a living allowance.

Contact:

Communications Section
Company of Young Canadians
323 Chapel Street
Ottawa, Ontario K1N 7Z2
996-3492

(3) INFORMATION CANADA

reports to Parliament through Department of Labour. Provides information on Federal Government programs and services to citizens and to government departments.

a) Service to the public:

- 1) Information Canada Centres across Canada provide a single point of contact (telephone, mail, in person) for information on Federal Government activities, programs and services. Centres are operational in

Halifax, Montreal, Ottawa, Toronto, Winnipeg and Vancouver.

- 2) Vast range of books and pamphlets on government activities, programs and services are available through centres or through central Mail Order Service in Ottawa.
- 3) Through a system of "authorized agents", Information Canada distributes Government of Canada publications through private bookstores and other outlets.

b) Service to government departments:

- 1) Information Canada makes available through its retail outlets, departmental publications, thereby helping to link people to the information services of all departments of the Federal Government.
- 2) Exhibition services centre and build exhibits for display at home and abroad at the request of other government departments and agencies (e.g. Peking Trade Fair).
- 3) Photothèque unit maintains and promotes use of its master library of 400,000 still photographs.
- 4) Information Canada conducts research into information needs and techniques and provides advice to other departments on request.

(4) NATIONAL FILM BOARD

reports to Parliament through the Secretary of State. Included in the functions of the National Film Board is the initiation and promotion of the production and distribution of films in the national interest and in particular films to help interpret Canada to both Canadians and those in other countries.

National Film Board films may be borrowed free of charge from National Film Board offices, many film councils, public libraries, educational groups and community organizations. Some lending organizations charge a nominal rental fee.

Representatives of the Board in regional offices throughout the Province are available to provide advice and direction on the use of films and filmstrips and assist small groups attempting to make films about Canada and activities in this country. Under the "Challenge For Change" programs, groups of amateurs have been trained in the act of film-making for the purpose of making films about their own lives and lifestyles to generate dialogue within their own communities. Special attention has been devoted to minority groups.

For further information about the services of the National Film Board, contact their nearest regional office. Offices are located at:

1 Lombard St., Toronto 210, Ontario

910 Victoria Ave., Thunder Bay, Ontario

150 Main Street W., Hamilton, Ontario

9th Avenue, Hanover, Ontario

Clarence Street, Kingston, Ontario

366 Oxford Street E., London, Ontario

195 First Avenue W., North Bay, Ontario

150 Kent Street, Ottawa, Ontario, K1A 0M9

VII APPENDICES

(1) PREPARATION OF A BUDGET

Everyone has at least some familiarity with budgets. But the mechanics for actually preparing a budget can vary anywhere from the large corporation or government department who will employ full time budget analysts to the householder who may do nothing more than keep a mental picture of his monthly budgeted expenditures.

The budget process for citizen groups will be somewhere between these two extremes. Budgeting is really nothing more than defining goals and priorities in financial terms. While the development of a budget can become fairly involved, it is basically an exercise in common sense.

Before any group attempts to budget they might well ask themselves the following questions:

- 1) Why is a budget necessary?
- 2) What are the benefits to be expected from a budget?
- 3) What are the mechanics of good budgeting?

Why budget?

From the organization's viewpoint, the budgeting process is useful as a guide to define priorities and goals. Most organizations do not have sufficient funds to fulfill all of the undertakings for which they were formed. This then requires some hard thinking regarding the question — "given the level of funding we can realistically expect to receive, in what areas should our priorities lie?" For each project or undertaking the group must decide on the resources — both human and financial, which they require to satisfy the task. The budget analysis is the only way that this can be done in a rigorous manner.

The funding agencies will also be interested in the organization's budget. They too have limited funds and they must attempt to allocate them to the various organizations in the most efficient manner.

What are the benefits?

There are a number of benefits which the organization should expect to obtain from its budgeting process:

- 1) It should provide a periodic bench mark for measuring the actual expenditures against revenues. For example, the costs on a particular project may be exceeding the budgeted amounts. At the present rate of expenditures there may not be sufficient funds available to carry the project for the year. By becoming aware of the discrepancy early enough action can be taken to remedy the situation. This might involve an attempt to obtain additional funds, cut costs on the project, or reallocate funds from other areas.
- 2) The accountability function is a second benefit to be obtained. At the end of the fiscal year comparisons can be made between budgeted and the actual expenditures for each project and for each cost element within the project. Explanations for the variances should be then obtained from the persons responsible for the particular expenditure. In this way, each person or committee which has been granted authority over funds will be made accountable for their expenditures.
- 3) Another benefit is the ability to intelligently assess at the end of the year the question: "Did the benefits obtained in a particular undertaking justify the costs incurred?" At the beginning of the year a certain amount was budgeted for a project. Usually either a greater or lesser amount was spent. The project was presumably justified originally based

on the expected benefits and the budgeted costs. Now with the actual costs available, the actual benefits obtained should be reassessed. Should the project be terminated in favour of other priorities or, alternatively, should the project be granted more financing so that it might expand its objectives or, finally, should there merely be a reallocation of expenditures in order to adjust the goals of the project in a slightly different direction. It is these types of questions which will generate the new priorities and goals for the organization and become the input to the new budget.

The mechanics of budgeting

It is difficult to define the precise steps to be used in preparing a budget. However, the following are some general guidelines which may be of use:

- 1) First of all, define the various projects or undertakings which should be budgeted for. Within each project or cost centre, amounts should be itemized according to the purpose for which they will be used. The various community funds have standard account categories and numbering systems which should cover most situations and will save the organization the time otherwise required to design their own system.
- 2) The amounts budgeted for each category should be realistic. Budgeting for expenses on the high side will encourage wasteful spending which could be better spent by your group on other projects. It will also not endear you to the funding organizations who are generally quite experienced in detecting overstated items. On the other hand, budgeting unrealistically low in order to obtain funds is self-defeating. In an era of rising costs you will quickly run out of funds which will cause unnecessary disruption to your activities as well as lose your creditability with the funding bodies.
- 3) We have talked mainly about costs. Of course, it is just as important to budget for anticipated revenues. To the extent that the budgeted revenues are not realized the organization will be required to decide in which areas to curtail their budgeted expenditures.
- 4) Often a funding organization will approve a grant for a particular project. It is important to identify the cost and revenues associated with the project together.
- 5) Good budget preparations should involve the active participation of those who will be charged with controlling the various budgeted activities of the organization. The accountability benefit mentioned above is really dependent on discussing and obtaining prior agreement on the budget from the appropriate people. Obviously, those who have been involved in establishing the budget relating to their activities are going to feel a greater commitment to it than those who are simply informed of the funds being allocated to their activities.
- 6) Try to obtain help from outside if there is no one within your organization with prior budgeting experience. There are many people in the community with a financial or accounting background who would be happy to assist you not only in developing a budget but also in designing an accounting system and in providing guidance in preparing applications for funds.

ORGANIZATION "X"
Budget (Cash Basis)
Fiscal Year Ended December 31, 1973

EXPENDITURES		
Operating	\$	\$
Salaries and Professional Fees (Gross— includes Employee Benefits)—Schedule A		30,000
Utilities—Schedule B		1,000
Travel—Schedule C		500
Maintenance—Schedule D		2,500
Expendable Items—Schedule E		6,500
Rent		3,600
Insurance, Interest, Exchange and Taxes		1,000
In-Service Training and Other Operating Expenses		1,500
		<hr/>
		46,600
Capital		
Furniture and Equipment	1,000	
Pickup Truck—½ ton (Used)	2,400	
	<hr/>	<hr/>
		3,400
		<hr/>
Total Expenditures		50,000
INCOME		
Donations Solicited	1,600	
Rent	3,600	
Guests Fees	8,000	
Proceeds from Sales of Novelties	1,800	
Grant—Municipality A	15,000	
Grant—Community Service Agency	12,000	
	<hr/>	<hr/>
		42,000
		<hr/>
Estimated Excess of Expenditures Over Income for Year		8,000
		<hr/>
Total funds requested from this source		8,000
Schedule A		
J. Jones—Administrator and Manager	11,000	
B. Brown—Social Worker	7,000	
W. White—Houseman and Cook	6,000	
G. Green, M.D.—General Physician —on call	6,000	
	<hr/>	<hr/>
		30,000
Schedule B		
Heat	500	
Water	100	
Electricity	200	
Telephone	200	
	<hr/>	<hr/>
		1,000
Schedule C		
Travel Expenses	200	
Gas and Oil for Truck	300	
	<hr/>	<hr/>
		500
Schedule D		
Janitorial Services	1,000	
Repairs to Roof	400	
Redecorating Rooms	1,100	
	<hr/>	<hr/>
		2,500
Schedule E		
Food	5,200	
Cooking Utensils	500	
Office Supplies	600	
Cleaning Supplies	200	
	<hr/>	<hr/>
		6,500

(2) APPLICATION FOR FUNDS

Before submitting a formal application for funds, it is usually advisable to consult with a staff member of the department of government, private foundation for other agency in question to determine whether or not your organization is eligible for support, whether application forms are available from them and the number of copies of the application required.

Government grants, exclusive of those made to municipalities or to agencies with funds voted as a specific item in Department estimates in the Legislature or by order in council, are generally for shorter periods of time. Few exceed one fiscal year and, those which do, usually involve only a commitment to further years based on the progress of the project and a government audit. On the other hand, foundations may provide long-term grants but rarely fund groups which are not registered charitable institutions and, as such, tax exempt.

Community development grants from government to relatively unstructured citizens groups in the developmental stages for the most part represent small sums of money and are non-recurring. Such grants are rarely subject to formal audit as staff members follow up the activities of the groups funded.

Where no special application form is provided, unstructured citizen or neighbourhood groups requiring small sums for developmental purposes might include the following information in their request for assistance.

- 1) The name of the group.
- 2) The date of founding the group. The number of founding members, the current executive, current membership and membership requirements.
- 3) Statement of why and how the group was organized, its aims and objectives.
- 4) Projects and activities attempted to date and what has been achieved.
- 5) Sources of funds to date, current operating budget, projected expenditures, projected revenues, if any, and amount requested.
- 6) Current programs and activities and those planned for the future.
- 7) Relationship with other similar groups, churches, social agencies, government representatives.
- 8) Other sources which have been investigated for financial aid.
- 9) Copies of your constitution, reports the group may have prepared, articles in the press about the group, etc.

However, for agencies or established community groups requesting funds to cover operating expenses, or the cost of some special project, further information may be required. The following might be included:

- 1) The name and history of your organization, its aims and objectives, current board and staff, budget and program.
- 2) Copies of incorporation papers, Ontario Succession Duties Exemption and Federal Estate Tax Exemption where such apply.
- 3) Your Federal Income Tax Exemption number as a registered charitable institution.
- 4) A copy of the organization's latest annual report or if none, an audited statement of income and expenditures for the past year.
- 5) A statement documenting the need for the service proposed and its priority in the community you serve.

- 6) Some details on who will benefit from the project i.e. what geographical area and what identifiable groups will be served?
- 7) A statement of the aims and objectives of the proposed project, the approach or method to be used and the duration of the project.
- 8) The total cost of the project; the amount requested and the date required; all other funds committed to the project; under what conditions and from what source; from whom support has been requested where the reply is pending or has been negative; a project budget and some indication of the method of ongoing financing should the project prove successful.
- 9) The names of informed persons independent of the organization and its leadership who might be consulted on this project.

(3) INCORPORATING A COMMUNITY GROUP

Why Incorporate?

Incorporation helps a community group when that group wishes to:

- Show the stability and responsibility of the group and its membership.
- Define and limit the liability of its executive.
- Remain in operation over a period of years to meet ongoing community needs.
- Commit itself to written objectives.
- Obtain membership in a United Appeal.
- Become a Registered Charity under the federal income tax act.
- Obtain funds from governments and foundations.

(Many refuse to fund unincorporated groups)

Very small groups or groups wishing to carry out short term projects need not become incorporated. They may however, receive funds from United Appeal or other sources by entering into a co-operative agreement with other larger groups receiving such funds e.g. Y.M.C.A., Social Planning Council, etc.

Provincial Incorporation

For most community groups, provincial incorporation as a non-profit company is sufficient.

Federal Incorporation

Groups operating in more than one province should incorporate federally.

How much will it cost?

Filing charges for provincial incorporation are \$20.

Filing charges for federal incorporation are \$150.

Legal fees for assistance with incorporation can be substantial. However, many groups are able to receive help from an interested lawyer, willing to volunteer his time. If you are unable to obtain the services of a lawyer you may follow the steps below.

Steps to Incorporation

- Appoint a committee to draft a Constitution and a set of by-laws. The committee will probably find it helpful to obtain sample constitutions and bylaws from similar groups.
- Present the Constitution and By-laws to your membership for their approval.
- Obtain a copy of the Companies Act from the Provincial Bookstore, and ensure that your by-laws are in harmony with the laws regarding non-profit companies.

—Obtain application for incorporation from:
Companies Branch
Ministry of Consumer and Commercial Relations
55 Yonge Street
Toronto, Ontario

—Complete the application according to directions accompanying application, enclose a copy of your by-laws and submit to the Companies Branch, requesting information on any by-law changes required by law. Processing of applications usually takes about six weeks.

It is important to realize that an incorporated charitable organization is not automatically a registered charitable organization.

(4) REGISTERING A GROUP AS A CHARITABLE ORGANIZATION UNDER THE CANADA INCOME TAX ACT

Groups whose activities are exclusively of a charitable nature and who have some degree of formal organization may apply for registration as a charitable organization under the Canada Income Tax Act.

Registration allows those donating funds to deduct their contributions from their personal or corporate income for tax purposes by including a receipt for their donation with their tax return. As with incorporation, registration is essential if groups hope to receive funds from foundations, corporate enterprises or even from individuals who might make a large personal contribution.

Organizations need not be incorporated to apply unless they are collecting funds for distribution to other groups.

It is important to understand that registration does not necessarily indicate the financial stability of a group but rather implies that funds collected will be used for solely charitable purposes. Groups wishing to convey financial stability should also be incorporated. However, those organized around a single issue or problem which will hopefully be dealt with in the short term are advised to seek the sponsorship of the established agency such as a Social Planning Council which can collect funds on their behalf and earmark them for your project. Those wishing to be registered as a charitable organization under the Canada Income Tax Act may obtain an application form (T2050) from the nearest District Taxation of Office. Upon completion it should be mailed to:

Deputy Minister
National Revenue (Taxation)
875 Heron Road
Ottawa, Ontario K1A 0L8
ATTN: Registrar Examiner of Charitable
Organizations.

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- * *The Philanthropist* — vol 1, Fall, 1972. The Canadian Bar Association, printer The University of Toronto Press.
- * "Briefly" — a paper outlining how to prepare a brief and present it to a funding body. Prepared by Project '72 and available free from Social Planning Council of Metropolitan Toronto.
- * *Government of Canada Budget Estimates* for fiscal year ending March 31, 1973. Available from Information Canada. \$6.00 per copy.
- * *The Financial Post* — article on Foundations "Where the Money Is" May, 1971.
- * *Canadian Universities Guide to Foundations and Similar Grant Giving Agencies.*
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